

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

October 31, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DL^{YM}*
County Administrator

SUBJECT: Information pertaining to the November 4, 2019
Montgomery County Commission Regular Meeting

The Commission meeting will be held on Monday, November 4, 2019, at 8:00 a.m. The Formal Session will begin at 9:30 a.m.

Also, enclosed in your packet is a copy of the Unappropriated Balances for the Commissioners' Miscellaneous Appropriations.

1. County Commission Information Session Schedule for November 4, 2019

Waived Rules Item for Monday, November 4, 2019

2. Consider Authorization of Notice of Award to W.S. Newell & Sons, Inc., for Roads, Grading & Buildings at the Old Selma Road Park, Engineer's Project Number CMGM-170023(2), for the Contract price of \$2,279,053.57 (Total Base Bid, plus Additive Alternate No. 4) and to Modify the Master Plan to Comply with the Corps of Engineers' Requirements, County Commission
3. Consider Authorization of Bid Award to CRL-Lovelady Construction, LLC for Weatherization and Repairs for the Greil Building and Related Contract, County Commission

Items to Consider for the Monday, November 18, 2019 Montgomery County Commission Regular Meeting Agenda

4. Consider Authorization of Bid Award to Gulf States Distributors for Footwear, Bid Number 52201-19B-023, Sheriff's Office

A COUNTY OLDER THAN THE STATE

5. Consider Authorization of Bid Award to ICS Jail Supplies, Inc., for Detention Mattresses, Bid Number 52200-19B-029, Detention Facility
6. Consider Adoption of Resolution Approving Relocation of Polling Place in Montgomery County Commission District Three Represented by County Commissioner Ronda M. Walker, County Commission
7. Consider Authorization of the U.S. Department of Justice Equitable Sharing Agreement and Certification, District Attorney's Office
8. Consider Adoption of Resolution Approving the 2020 Severe Weather Preparedness Sales Tax Holiday, February 21-23, 2020, Authorized by Act No. 2012-256, County Commission
9. Consider Authorization of Award of Request for Proposal for Medical Claims Repricing Services for the Youth Facility and Detention Facility, Risk Management
10. Consider Authorization to Amend Contract with QCHC, Inc., to Remove the Cost Pool for Medical Services Outside the Detention Facility effective December 1, 2019, Risk Management
11. Consider Authorization of the Employee Recognition and Appreciation Program and Related 2019 Budget, County Commission
12. Consider Authorization of Payment of 2020 Membership Dues in the Amount of \$4,000 to the Coosa-Alabama River Improvement Association, Inc., **(Same dues as last year)**, County Commission
13. Consider Authorization of Amendment Number 1 to Contract with Cintas Corporation a regarding a Thirty (30) Day Extension, beginning December 1, 2019 and ending on December 30, 2019 for Uniforms and Services, Contract Number 51901-19B-035, Support Services
14. Consider Authorization of Bid Award to Logo Branders for Staff Uniforms, Bid Number 51901-19B-035, Support Services

Personnel Action

15. Consider Authorization to Rehire Former Tag & License Supervisor as an Assistant Tag & License Supervisor at Pay Grade A07, Step 3 (\$43,533), Probate Judge's Office
16. Consider Authorization of Establishment of Assistant Revenue Branch Supervisor Classification, Pay Grade A05 (\$32,318-\$48,286), Reclassification of Administrative Support Specialist, Pay Grade A04 (\$28,765-\$42,978) to Assistant Revenue Branch Supervisor and to Remove One Allocation of Administrative Support Specialist Position, Revenue Commissioner's Office

17. Consider Authorization of Revised Job Description for County Administrator, County Commission
18. Consider Authorization of Position Fill Request for County Administrator, Position Number 200165011, County Commission

General Information

19. Copy of Memorandum from Grant Manager Regina Walker **requesting \$5,000** for the Montgomery County Fanfest
20. Copy of Memorandum from Manager of Public Affairs regarding Proposed “On the Road” Tour Dates
21. Copy of Memorandum regarding Board Member Appointments to the Southeast Alabama Emergency Medical Services Council, Inc., expiring November 3, 2019
22. Copy of Letter from Farm Director Caylor Roling and Good Food Day Coordinator Amanda Edwards with E.A.T. South **requesting \$2,000** from each Commissioner for Educational Programs **(On 8/21/17, Vice Chairman Walker appropriated \$1,500 for Educational Workshops and on 2/20/18, the Commission appropriated \$5,000 from the Joint Designated Revenue Account for Educational Workshops)**
23. Copy of Letter from Sight Savers America (SSA) **requesting \$11,150** for Program Services
24. Copy of Letter from Director Janette Grantham with VOCAL **requesting \$5,000** for Program Services **(This organization is in the County’s 2019-2020 Budget for \$5,000)**
25. Copy of Letter from Founder William Boyd with The Lacey-Boyd New Year’s Day Parade **requesting \$8,000** for the 2020 Parade **(On 11/6/17 Chairman Dean appropriated \$2,000 from his agencies account, on 11/20/17 Commissioner Sankey appropriated \$750 from his agencies account, and on 12/4/17 Commissioner Singleton appropriated \$250 from his agencies account for this event. On 12/17/18 Chairman Dean appropriated \$2,500, Commissioner Sankey appropriated \$1,500 and Commissioner Singleton appropriated \$1,000 from their agencies account for this event)**
26. Copy of Schedule of Upcoming Bids/Contract Renewals for 2019

Future Appropriations from Designated Revenue – No Attachments

<u>Organization</u>	<u>Amount of Request</u>
• Montgomery Symphony Orchestra – 2019-2020 Funding (Payment Approved after January 1, 2020)	\$ 20,000.00
• Alabama State University – Labor Day Classic (Payment Approved after January 1, 2020)	<u>\$100,000.00</u>
Total - Appropriations for Funding	\$120,000.00

If you have any questions, please contact me.

DLM/tn

Attachments

COUNTY COMMISSION
INFORMATION SESSION SCHEDULE
FOR
NOVEMBER 4, 2019

- 8:00 a.m. Prayer and Administrator's Briefing regarding the Agenda and Scheduled Attendees
- 8:10 a.m. Sheriff Derrick Cunningham – Presentation regarding Bid Award to Gulf States Distributors for Footwear (**Future Agenda Item 4**), Bid Award to ICS Jail Supplies, Inc., for Detention Mattresses (**Future Agenda Item 5**) and requesting \$5,000 for the Montgomery County Fanfest (**General Information Item 19**)
- 8:20 a.m. Personnel Director Carmen Douglas – Presentation regarding Pay Plan Study
- 8:25 a.m. Director of Elections Darryl Parker – Presentation regarding Resolution Approving Relocation of Polling Place in Montgomery County Commission District Three Represented by County Commissioner Ronda M. Walker (**Future Agenda Item 6**)
- 8:30 a.m. Parks & Recreation Director James Williams, Executive Vice President David B. Reed and Project Manager Max Vaughn with Goodwyn, Mills and Cawood, Inc. – Presentation regarding Notice of Award to W.S. Newell & Sons, Inc., for Roads, Grading & Buildings at the Old Selma Road Park and to Modify the Master Plan to Comply with the Corps of Engineers' Requirements (**Waived Rules Item 2**)
- 8:35 a.m. Chief Administrator Rhonda B. Cape – Presentation regarding the U.S. Department of Justice Equitable Sharing Agreement and Certification (**Future Agenda Item 7**)
- 8:40 a.m. Revenue Manager Terri Henderson – Presentation regarding Resolution Approving the 2020 Severe Weather Preparedness Sales Tax Holiday, February 21-23, 2020 (**Future Agenda Item 8**)
- 8:45 a.m. Chief Probate Clerk Octavius Jackson – Presentation regarding request to Rehire former Tag & License Supervisor as an Assistant Tag & License Supervisor at Pay Grade A07, Step 3 (\$43,533) (**Personnel Action Item 15**)
- 8:50 a.m. Chief Revenue Clerk Allyson Holland – Presentation regarding request to Establishment of Assistant Revenue Branch Supervisor Classification, Pay Grade A05 (\$32,318-\$48,286), Reclassification of Administrative Support Specialist, Pay Grade A04 (\$28,765-\$42,978) to Assistant Branch Supervisor and to Remove One Allocation of Administrative Support Specialist Position (**Personnel Action Item 16**)
- 8:55 a.m. Chief Development Officer Chad Nichols with Sight Savers America – Presentation requesting \$11,150 for the Vision Screening for the 2019/2020 School Year (**General Information Item 23**)
- 9:00 a.m. Chief Information and Technology Officer Lou Ialacci – Update regarding Information Systems Operations

Information Session Schedule for
November 4, 2019 (Continued)

- 9:05 a.m. County Engineer George Speake – Update regarding Engineering Department Operations
- 9:10 a.m. Manager of Public Affairs Hannah Hawk – Presentation regarding Proposed “On the Road” Tour Dates (**General Information Item 20**) and Update regarding Public Affairs
- 9:15 a.m. Director of Risk Management Holly Leverette – Presentation regarding Award of Request for Proposal for Medical Claims Repricing Services for the Youth Facility and Detention Facility (**Future Agenda Item 9**) and Authorization to Amend Contract with QCHC, Inc., to Remove the Cost Pool for Medical Services Outside the Detention Facility effective December 1, 2019 (**Future Agenda Item 10**)
- 9:30 a.m. Formal Session
- 10:30 a.m. Adjourn

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

October 31, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Notice of Award to W.S. Newell & Sons, Inc., for Road Grading & Buildings at the Old Selma Road Park

On January 17, 2017, the Commission approved an Agreement for Engineering Services with Goodwyn, Mills & Cawood, Inc., regarding the Old Selma Road Park Project. On September 25, 2017, the Commission approved the Master Plan and Notice to Proceed regarding the Old Selma Road Park and Released Goodwyn, Mills & Cawood, Inc., to complete the final design based upon the Master Plan and Contract that has been executed, GMC Project No. CMGM170023. Attached is a copy of the Master Plan approved by the Commission.

Relative to the Master Plan, the Corps of Engineers has determined that the upper field parking lot is to be removed from the Master Plan because it is too close to the old house site and shed. In working with Goodwyn, Mills and Cawood, it has been determined to relocate the parking lot to the lower field. The Corps of Engineers has also determined that an area near the old family cemetery should not be disturbed.

Recently, the County Commission staff issued a bid for Old Selma Road Park - Roads, Grading and Buildings. Attached is a letter from Goodwyn, Mills and Cawood regarding the awarding of the bid and the recommendation for the County Commission to approve the Notice of Award to W.S. Newell & Sons, Inc., for Roads, Grading & Buildings at the Old Selma Road Park, Engineer's Project Number CMGM-170023(2), for the Contract price of \$2,279,053.57 (Total Base Bid, plus Additive Alternate No. 4).

I am requesting for the County Commission to approve the Notice of Award to W.S. Newell & Sons, Inc., as recommended by Goodwyn, Mills and Cawood and to modify the Master Plan to comply with the Corps of Engineers' requirements.

I am recommending that the County Commission waive rules in order to expedite construction since the weather is turning bad and we will have to contend with weather related delays.

DLM/tn

Attachments

A COUNTY OLDER THAN THE STATE



Goodwyn Mills Company

Montgomery County Commission

Montgomery County Commission

Montgomery County Commission

August 29, 2017

Mr. Donnie Mims
Montgomery County Commission
101 S Lawrence Street
P.O. Box 1667
Montgomery, AL 36102-1667

RE: Old Selma Road Park
GMC Project No. CMGM17-0023

Dear Mr. Mims:

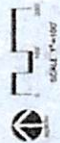
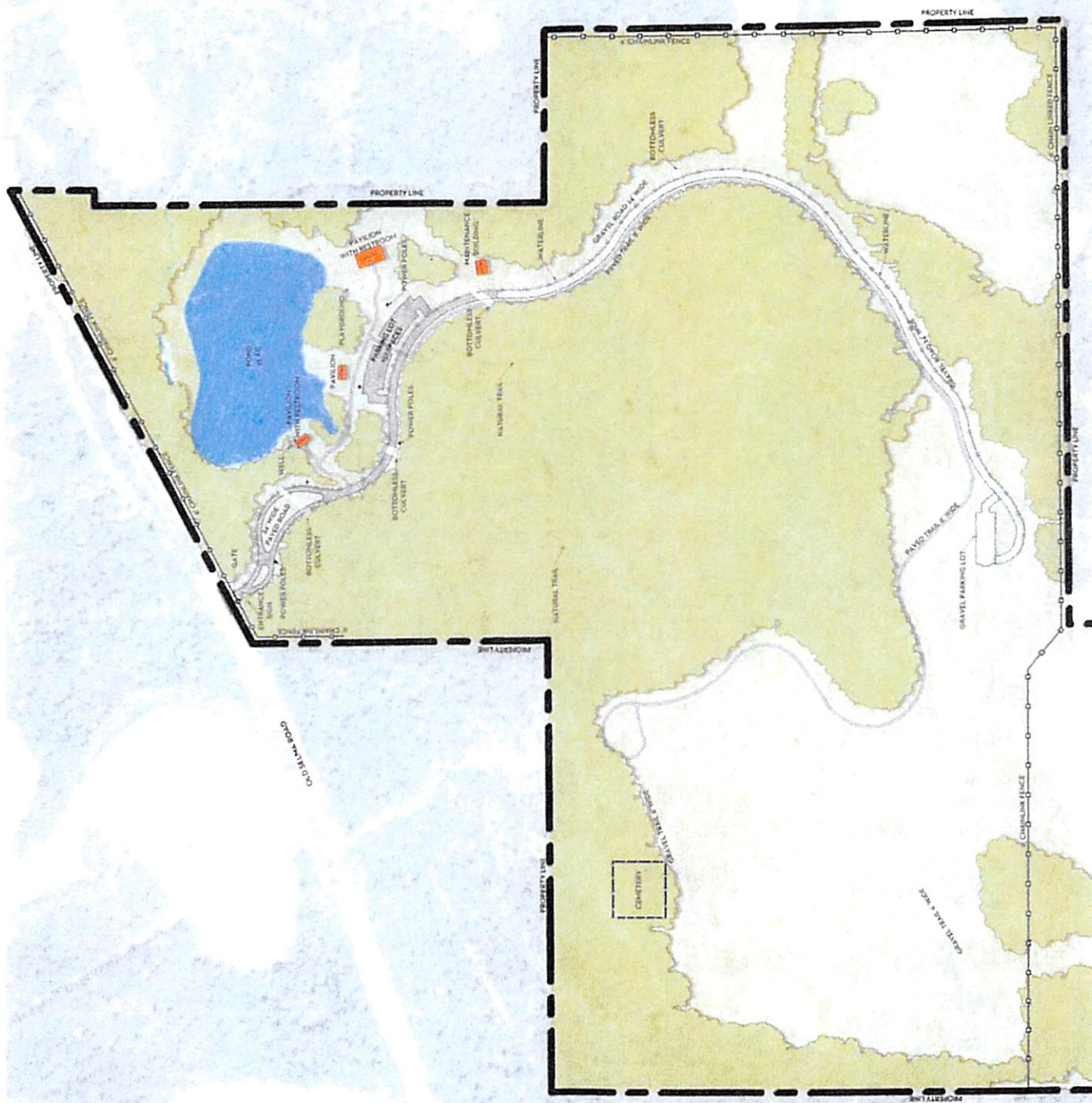
The park projects master plan has been finalized and reviewed by the Commissioner's at a work session. The next logical step is to release GMC, Inc. to complete the final design based upon the master plan and contract that we presently have.

Please place the master plan and notice to proceed with design on the first possible Commission Meeting Agenda. We will provide copies of the master plan, cost estimates and executed contract to you for distribution before the meeting.

Sincerely,

David B Reed

Xc: CMGM17-0023



GMC

NOTICE OF AWARD

Date of Issuance:

Owner: Montgomery County Commission

Engineer: Goodwyn, Mills & Cawood, Inc.

Bidder: W. S. Newell & Sons, Inc.

Bidder's Address: PO Drawer 241327,
Montgomery, AL 36124

Owner's Contract No.:

Engineer's Project No.: CMGM-170023(2)

Contract Name: Old Selma Road Park

Roads, Grading & Buildings

TO BIDDER:

You are notified that Owner has accepted your Bid dated October 11, 2019 for the above Contract, and that you are the Successful Bidder and are awarded the Contract.

The Contract Price of the awarded Contract is: \$2,279,053.57 (Total Base Bid, plus Additive Alternate No. 4)

[3] unexecuted counterparts of the Agreement accompany this Notice of Award.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Engineer [3] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: MONTGOMERY COUNTY COMMISSION

By: Elton N. Dean, Sr.

Title: Chairman

Contractor: W. S. NEWELL & SONS, INC.

By: Sam Newell

Title: President



Goodwyn Mills Cawood

PO Box 242128
Montgomery, AL 36124

T (334) 271-3200
F (334) 272-1566

www.gmcnetwork.com

October 31, 2019

Mr. Elton N. Dean, Sr.
Chairman
Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36104

RE: OLD SELMA ROAD PARK – ROADS, GRADING & BUILDINGS
FOR MONTGOMERY COUNTY COMMISSION
GMC PROJECT NO. CMGM-170023(2)

Dear Mr. Dean:

Goodwyn, Mills & Cawood, Inc. has reviewed the bids submitted on Friday, October 11, 2019 for the referenced project.

The lowest responsive bidder was W. S. Newell & Sons, Inc. from Montgomery, AL. This contractor is licensed and in good standing with the Alabama Licensing Board for General Contractors. Goodwyn, Mills & Cawood, Inc. recommends award of the contract to W. S. Newell, & Sons, Inc. in the amount of \$2,279,053.57 (Total Base Bid, plus Additive Alternate No. 4). We have enclosed a bid tabulation for your files.

If the award is made, please sign the three (3) copies of the Notice of Award and return all copies to our office as soon as possible for further processing.

Should you have any questions, please do not hesitate to call.

Sincerely,



Max E. Vaughn, PE

Enclosures

xc: Mr. Donnie Mims; Montgomery County Commission
Mrs. Florence Cauthen, Deputy Admin.; Montgomery County Commission
File CMGM170023(2) BD

TABULATION OF BIDS
OLD SELMA ROAD PARK - ROADS, GRADING & BUILDINGS
FOR THE MONTGOMERY COUNTY COMMISSION

GWC PROJECT NO. CMGM170023(2)

BID OPENING: FRIDAY, OCTOBER 11, 2019 @ 2:00 P.M.

BASE BID Item	Qty.	Unit	Description	W. S. Newell & Sons, Inc. Montgomery, AL	Dutess Construction Co., LLC Mt. Meigs, AL	Hutchesson Construction Co., Inc. Montgomery, AL	David Bulger, Inc. Montgomery, AL	Liberty Construction, LLC Montgomery, AL
				Total Price	Total Price	Total Price	Total Price	Total Price
1	1	LS	Lump Sum Bid per the Plans and Specifications	\$ 1,456,914.09	\$ 1,531,000.00	\$ 1,691,000.00	\$ 1,769,550.00	\$ 2,403,000.00
TOTAL BASE BID				\$ 1,456,914.09	\$ 1,531,000.00	\$ 1,691,000.00	\$ 1,769,550.00	\$ 2,403,000.00
ADDITIVE ALTERNATE NO. 1								
A1-1	1	LS	Small Pavilion and associated Electrical to the Pavilion	\$ 259,181.60	\$ 216,000.00	\$ 181,500.00	\$ 246,070.00	\$ 188,000.00
TOTAL BASE BID, PLUS ADDITIVE ALTERNATE NO. 1				\$ 1,726,095.69	\$ 1,747,000.00	\$ 1,882,500.00	\$ 2,017,620.00	\$ 2,599,000.00
ADDITIVE ALTERNATE NO. 2								
A2-1	1	LS	Gravel Road, Storage Building and related appurtenances	\$ 313,460.48	\$ 270,000.00	\$ 346,270.00	\$ 337,852.00	\$ 195,000.00
TOTAL BASE BID, PLUS ADDITIVE ALTERNATE NO. 1 AND ADDITIVE ALTERNATE NO. 2				\$ 2,039,556.17	\$ 2,017,000.00	\$ 2,230,770.00	\$ 2,355,472.00	\$ 2,794,000.00
ADDITIVE ALTERNATE NO. 3								
A3-1	1	LS	Landscape and irrigation	\$ 118,835.80	\$ 162,000.00	\$ 122,000.00	\$ 119,000.00	\$ 150,000.00
ADDITIVE ALTERNATE NO. 2 AND ADDITIVE ALTERNATE NO. 3				\$ 2,158,391.97	\$ 2,179,000.00	\$ 2,352,770.00	\$ 2,474,472.00	\$ 2,934,000.00
ADDITIVE ALTERNATE NO. 4								
A4-1	1	LS	Chain Link Fencing, Gates, & Clearing/Grubbing along the perimeter property line	\$ 120,661.60	\$ 190,000.00	\$ 201,330.00	\$ 137,000.00	\$ 190,000.00
TOTAL BASE BID, PLUS ADDITIVE ALTERNATE NO. 1, ADDITIVE ALTERNATE NO. 2, ADDITIVE ALTERNATE NO. 3 AND ADDITIVE ALTERNATE NO. 4				\$ 2,279,053.57	\$ 2,369,000.00	\$ 2,554,100.00	\$ 2,611,472.00	\$ 3,124,000.00

Item No.	Unit	Description	W. S. Newell & Sons, Inc. Montgomery, AL Unit Price	Dubose Construction Co., LLC Mt. Meigs, AL Unit Price	Hutcherson Construction Co., Inc. Montgomery, AL Unit Price	David Butler, Inc. Montgomery, AL Unit Price	Liberty Construction, LLC Montgomery, AL Unit Price
1	ACRE	Cleaning & Grubbing	\$ 1,950.00	\$ 4,000.00	\$ 3,850.00	\$ 1,300.00	\$ 6,900.00
2	CYIP	Unclassified Excavation	\$ 4.50	\$ 3.75	\$ 4.00	\$ 3.90	\$ 3.90
3	CYIP	Compacted Fill	\$ 4.00	\$ 1.00	\$ 0.60	\$ 0.25	\$ 16.00
4	TON	424A Bituminous Wearing Surface	\$ 115.00	\$ 99.00	\$ 121.00	\$ 95.00	\$ 100.00
5	TON	424B Bituminous Binder Layer	\$ 90.00	\$ 84.00	\$ 105.00	\$ 74.00	\$ 78.00
6	SY	232 Limb Stabilization, 12" Thick (854/SY)	\$ 14.00	\$ 10.00	\$ 11.00	\$ 17.50	\$ 14.00
7	SY	825B Aggregate Base, 8" Thick	\$ 17.00	\$ 13.50	\$ 14.00	\$ 10.60	\$ 15.00
8	SY	4" Concrete Sidewalk	\$ 35.00	\$ 35.00	\$ 42.00	\$ 35.35	\$ 50.00
9	LF	Standard 24" Curb & Gutter	\$ 13.00	\$ 12.50	\$ 15.50	\$ 16.00	\$ 15.00
10	ACRE	Seeding & Mulching	\$ 600.00	\$ 1,200.00	\$ 1,925.00	\$ 1,900.00	\$ 2,300.00
11	LF	6" C900 Water Main	\$ 17.00	\$ 23.00	\$ 31.00	\$ 25.90	\$ 9.50
12	LF	6" Ductile Iron Water Main	\$ 30.00	\$ 35.00	\$ 49.50	\$ 45.00	\$ 22.00
13	LF	Jack & Bore w/ 10" Casing & Spacers	\$ 255.00	\$ 180.00	\$ 359.00	\$ 130.00	\$ 125.00
14	EA	Fire Hydrant Assembly	\$ 4,300.00	\$ 3,750.00	\$ 4,125.00	\$ 4,500.00	\$ 3,400.00
15	EA	Hose Bib w/ Isolation Valve	\$ 1,000.00	\$ 500.00	\$ 495.00	\$ 700.00	\$ 210.00
16	LF	1" PEX Pipe	\$ 12.50	\$ 6.00	\$ 13.25	\$ 14.00	\$ 13.00
17	LF	6' Chain Link Fence	\$ 12.50	\$ 15.40	\$ 170.00	\$ 12.00	\$ 12.00
18	LF	Silt Fence Type "A"	\$ 4.00	\$ 3.50	\$ 4.50	\$ 5.00	\$ 6.00
19	SY	Rip-Rap w/ Filter Fabric	\$ 47.00	\$ 45.00	\$ 49.50	\$ 49.00	\$ 78.00
20	SY	Filter Fabric	\$ 2.00	\$ 1.75	\$ 2.75	\$ 3.50	\$ 5.00

To the best of our knowledge, these bids are accurately tabulated and were accepted in accordance with applicable regulations.

Max E. Vaughn, PE, Alabama License No. 28763

Old Selma Road Park

10/29/2019

Total Budget

Clearing Package	\$	132,750.00
Roads, Grading and Buildings ALT #4	\$	2,279,053.57
Environmental/Mitigation	\$	290,773.75
Septic System	\$	20,000.00
Construction Materials Testing	\$	40,000.00
Value Engineering	\$	(12,577.32)

TOTAL \$ 2,750,000.00

WS Newell Value Engineering

Remove Storage Building	\$	(130,000.00)
Irrigation Well	\$	15,000.00
Upgrade Entrance Gate	\$	7,500.00
Signage	\$	15,000.00
Trail Clearing/Construction	\$	65,000.00
Demolish Building	\$	3,500.00
Contingency	\$	11,422.68

TOTAL \$ (12,577.32)

October 31, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen 
Deputy Administrator

SUBJECT: Greil Building Weatherization and Repairs

Holley-Henley Builders, Inc., and CRL-Lovelady Construction LLC submitted identical bids of \$389,000 for weatherization and repairs for the Greil Building. With approval from the Examiners of Public Accounts and County Attorney Thomas Gallion, the two bidders agreed to toss a coin to determine the bid award. Lovelady won the coin toss.

The original budgeted amount for the Greil Building was \$325,000; however, during the design process BDW identified life safety issues regarding guardrails and handrails that must be addressed. In addition, two HVAC units must be replaced and a new unit added in the server room. The unforeseen costs are approximately \$90,000, but are necessary and would most likely be more if bid separately.

The approval process for the coin toss delayed presentation of the bid award; therefore, I respectfully request that the Commission waive rules and place the bid award to CRL-Lovelady Construction LLC and related contract on the November 4, 2019, agenda.

DATE: 09/19/2019
 BARGANIER DAVIS WILLIAMS
 ARCHITECTS ASSOCIATED
 624 SOUTH MCDONOUGH STREET
 MONTGOMERY, ALABAMA 36104
 BDW Project Number: 2017-133
 TELEPHONE: (334) 834-2038

AS TABULATED BELOW, BIDS WERE RECEIVED:

DATE: September 19, 2019 TIME: 2:00 PM
 PLACE: 101 South Lawrence Street
 Montgomery, Alabama 36104

CERTIFIED TABULATION OF BIDS

BIDS FOR: Greil Mansion Building
 "Renovation and Building Weatherization" for the
 Montgomery County Commission

BIDDERS	SURETY	BASE BID
Holley-Henley Builders, Inc. G.C. License Number:	FCCI Insurance Company	\$389,000.00
CRL-Lovelady Construction LLC G.C. License Number:	Hartford Fire Insurance Company	\$389,000.00
Central Contracting, Inc. G.C. License Number:		No Bid

I certify this to be a true and correct tabulation of all bids received for this project.
 day of September 2019

Notary Public

M, Commission Expires March 01, 2021.

By Johnny B. Raines, III, Project Architect
 Barganier Davis Williams Architects Associated

Signature

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II *TT*

DATE: October 29, 2019

RE: Invitation to Bid No. 52201-19B-023
Footwear

Request approval of award on the above referenced Invitation to Bid to the second lowest bidder, Gulf States Distributors in the amount of \$18,474.00 be placed on a future agenda. (Copy of spread sheet attached.)

Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

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DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

Kevin J. Murphy
CHIEF DEPUTY

To: Donald Mims, County Administrator

From: Derrick Cunningham, Sheriff 

Date: October 28, 2019

Re: Invitation to Bid: 52201-19B-023
Footwear

Please award law enforcement footwear bid to Gulf States Distributors. Gulf States Distributors "No Bid" on three items, however, we are currently experiencing numerous problems with Galls, LLC with our uniform contract and in the past with the footwear contract. Galls, LLC proposal is for all the items listed per the invitation to bid, however, these are some of the problems we are currently experiencing with their company; double billing, confusing our agency with other agencies, items not being in stock, and items being ordered are incorrect more than once.

If I can be of further assistance, please contact me.

DC/ms

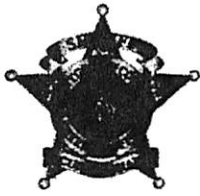
Attachment

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219
OFFICE 334.832.4980
FAX 334.832.7113

DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104
OFFICE 334.832.1386
FAX 334.265.0990

www.montgomerysheriff.com

4-2



Montgomery County Sheriff's Office Administrative Division



To: Captain W. Richerson

From: Lt. K. Harbin

Subject: Galls

Date: October 15, 2019

Since 2017, I have attempted to conduct business with Galls/Azar several times based upon contract we have in place with them. I first experienced issues with both bulk buying uniform and with previously ordered uniforms. Galls was unable to provide us with large orders of uniforms. They were also unable to provide us with uniforms that had been ordered up to six months prior. This also occurred with attempting to get both Motor Boots and the Boots for Chief Murphy both of which were on contract with Galls. After six months of waiting for Motor Boots, the contract expired, and they were purchased from another vendor. The boots order for Chief Murphy were ordered incorrectly three times and eventually had to be ordered from another vendor at a higher price.

We still order our 511 tactical pants from Galls. This too has its own problems. They often do not have correct sizes or the correct type of pants that we have on contract. Recently, the store does not seem to store a wide selection of item and the pants always must be ordered. This can take several weeks to complete the orders. Lastly, billing has always been a problem. They have in past double billed us for items that were already paid. They have confused our agency with the jail and with other agency that are not related to us in any fashion. Galls has constantly and consistently failed to provide us products that we have on contract with them to provide.

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS: 28 BIDS MAILED									
INVITATION TO BID NO: 52201-19B-023									
DATE ISSUED: September 9, 2019									
DATE OPENED: September 30, 2019									
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office									
TERMS OF PAYMENT / DISCOUNT:									
DELIVERY DATE:									
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	BID # 1		BID # 2		BID # 3	
				UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	5.11 ATAC 8" Side Zip Boot, Black	Ea	20	\$70.00	\$ 1,400.00	\$79.75	\$1,595.00		
	Style 12001								
2	Under Armour Steel Toe Work Shoe, Black	Ea	20	\$84.00	\$ 1,680.00	\$89.00	\$1,780.00		
	Style 1257847								
3	Rocky Alpha Force Side Zip Waterproof Boot	Ea	20	\$70.50	\$ 1,410.00	\$76.00	\$1,520.00		
	Style FQ0002173								
4	Rocky Fort Hood 8" Zipper Waterproof Duty Boot	Ea	20	\$74.00	\$ 1,480.00	\$74.00	\$1,480.00		
	Style FQ002149								
5	Rocky High Gloss Dress Leather Oxford Shoe	Ea	20	\$59.00	\$ 1,180.00	\$59.00	\$1,180.00		
	Style FQ00510-8								
6	Bates Lites Black Oxford High Gloss Shoe	Ea	20	\$88.00	\$ 1,760.00	\$96.00	\$1,920.00		
	Style E00942								
7	Thorogood Steel Toe Work Shoe	Ea	20	\$105.00	\$ 2,100.00	\$125.00	\$2,500.00		
	Style 804-6905								
8	Under Armour Mirage Shoes, Black	Ea	20	\$55.00	\$ 1,100.00	\$64.00	\$1,280.00		
	Style 1201539								
9	Justin Wellington Boot, Black	Ea	2	\$147.00	\$ 294.00		NO BID		
	Style 3040								

Notes:

Gulf States No Bid Items 9,10,12
and quoted a substitute for Items 1,2, 8

4-4

Purchasing Department

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 52201-198-023				Galls, LLC Attn: Amelia Smeltzer 1340 Russell Cave Road Lexington, KY 40505 Minority Owned Business Yes X No		Gulf States Distributors Attn: Chaney Thornton 6000 E. Shirley Lane Montgomery, AL 36117 Minority Owned Business Yes X No		MAC Uniforms NO BID		ICS Jail Supplies, Inc. NO BID		Lawmen's & Shooters' Supply NO BID	
DATE ISSUED: September 9, 2019													
DATE OPENED: September 30, 2019													
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
10	Justin Classic Roper Boot, Black Style 3170	Ea	20	\$136.00	\$ 2,720.00		NO BID						
11	Rocky 10" Work Boot, Black Style 6300	Ea	2	\$83.00	\$ 166.00	\$82.00	\$164.00						
12	Chippawa Motor Boot, Blsck Style CHI-27950	Ea	8	\$216.00	\$ 1,728.00		NO BID						
13	Merrell MOAB 2 8" Tactical Waterproof Boot Style JI5853	Ea	20	\$99.00	\$ 1,980.00	\$96.50	\$1,930.00						
14	Merrell MOAB 2 Mid Tactical Waterproof Boot Style JI5853	Ea	20	\$89.00	\$ 1,780.00	\$87.50	\$1,750.00						
15	Merrell MOAB 2 Tactical, Black Style JI5861	Ea	20	\$70.50	\$ 1,410.00	\$68.75	\$1,375.00						
Total Cost of Items 1 - 15					\$19,740.00		\$18,474.00						

4-5

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 17th day of December, 2019, between Gulf States Distributors, Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Gulf States Distributors owns and operates a business and agrees to furnish footwear for Montgomery County Sheriff's Office. Items 1,2,3,4,5,6,7,8,11,13,14, 15 of the bid, in accordance with all provisions and specifications of Invitation to Bid No.52201-19B-023, as issued by the Montgomery County Commission on September 9, 2019 (hereinafter referred to as the Invitation to Bid, a copy of which is attached hereto).

WHEREAS, In Consideration thereof, Gulf States Distributors and Montgomery County Commission agree as follows:

1. That all terms, conditions, and specifications of Invitation to Bid are incorporated herein by this reference.
2. That the period of the contract will be for one (1) year, beginning December 17, 2019 and ending December 16, 2020 with the option to renew for an additional two (2) years, in one (1) year periods. That the prices stipulated in the bid by Gulf States Distributors shall remain firm for the one (1) year period.

At the end of the one (1) year period, a price increase may be allowed, but shall not exceed five-percent (5%) per year.

3. That Gulf States Distributors shall at all times be in compliance with all specifications and special provisions within the Invitation to Bid.
4. That Montgomery County Commission or Gulf States Distributors may terminate this agreement at any time during the contract period by giving a thirty (30) day written notice to the other party.
5. That Gulf States Distributors agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of Gulf States Distributors, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees,

agents and officers. Gulf States Distributors agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. Gulf States Distributors also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

6. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Gulf States Distributors
7. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 17th day of December, 2019.

WITNESS:

GULF STATES DISTRIBUTORS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Khristie Davis, Buyer *ED*

DATE: October 30, 2019

RE: Invitation to Bid No. 52200-19B-029
Detention Mattresses

Request approval of award on the above referenced Invitation to Bid to ICS Jail Supplies, Inc. based on unit pricing in the amount of \$2,548.50, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with Colonel Sonja Pritchett, Detention Facility.

Attachment

•

**Purchasing Department
Montgomery County Commission**

[illegible]

Notes: ICS Jail Supplies and Bob Barker Company quoted an alternative mattress. Specifications are included in bid.

5-2

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 2nd day of December 2019, between ICS Jail Supplies, Inc. of Waco, Texas and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, ICS Jail Supplies, Inc. owns and operates a business and agrees to furnish Detention Mattresses for Montgomery County Commission, Detention Facility , as needed, in accordance with all provisions of Invitation to Bid No. 52200-19B-029, as issued by the Montgomery County Commission on September 5, 2019 (hereinafter referred to as the Invitation to Bid) a copy of which is attached hereto;

WHEREAS, In Consideration thereof, ICS Jail Supplies, Inc. and Montgomery County Commission agree as follows:

1. All terms and conditions of Invitation to Bid are incorporated herein by this reference.
2. That the period of the contract will be for one (1) year, beginning December 2, 2019 and ending December 1, 2020, with the option to renew for an additional two (2) years, in one (1) year periods. A price escalation may be allowed after the first year, but shall not exceed 5% per year. That prices bid shall remain firm for the first year of the contract period.
3. At the end of the one (1) year period, a price increase may be allowed, but shall not exceed five-percent (5%) per year.
4. That Montgomery County Commission or ICS Jail Supplies, Inc. may terminate this agreement at any time during the contract period by giving a sixty (60) day written notice to the other party.
5. That ICS Jail Supplies, Inc. shall at all times be in compliance with all specifications and special provisions within the Invitation to Bid.
6. That ICS Jail Supplies, Inc. agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of ICS Jail Supplies, Inc., death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees,

agents and officers. ICS Jail Supplies, Inc. agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. ICS Jail Supplies, Inc. also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

7. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and ICS Jail Supplies, Inc.
8. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 2nd day of December 2019.

WITNESS:

ICS JAIL SUPPLIES, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

MEMORANDUM

To: Montgomery County Commission

From: Darryl Parker, Director of Elections

Subject: Resolution with Approval of relocation of Polling Place 302 located at Flowers Elementary School to Eastern Hills Baptist Church Montgomery in Montgomery County Commission District Three Represented by County Commissioner Ronda Walker.

The purpose of this memorandum is to facilitate the relocation of voting precinct 302 in County Commission District Three from its current location at Flowers Elementary School, 3510 Harrison Road, Montgomery, Alabama; and move precinct 302 to Eastern Hills Baptist Church Montgomery, 3604 Pleasant Ridge Rd., Montgomery, Alabama.

This move will expedite the cessation of election related activities at the Flowers Elementary School. This move will result in a precinct that is wheelchair accessible. This will make the precinct more convenient to voters by reducing parking congestion and will allow more space for voters and equipment. The precinct will be more accessible for voters because it is located away from the school and is easier to provide direct security for. The Church is centrally located and allows for more available parking in a private parking area provided by the Eastern Hills Baptist Church. Eastern Hills Baptist Church is centrally located within County Commission District Three. County Commission District Three is represented by County Commissioner Ronda Walker.

The Election Center is requesting that the Montgomery County Commission expeditiously approve this move and provide a resolution authorizing this proposed move.

**RESOLUTION APPROVING RELOCATION OF POLLING PLACE IN
MONTGOMERY COUNTY COMMISSION DISTRICT THREE
REPRESENTED BY
COUNTY COMMISSIONER RONDA M. WALKER**

WHEREAS, *Code of Alabama 1975, §17-6-2(a)*, provides that: “The governing body of each county shall establish precincts, define the territorial limits for which each precinct is established, prescribe their boundaries using the most recent federal decennial census tract and block map, and designate the precincts. The governing body of each county shall, by resolution, adopt the establishment and boundaries of each precinct...”

WHEREAS, the polling place of Precinct 302 located at Flowers Elementary School, 3510 Harrison Rd, Montgomery, AL 36109 needs to be relocated per the request of The Montgomery County Commission. Eastern Hills Baptist Church Montgomery has agreed to become the new polling location for Precinct 302 in their church located at 3604 Pleasant Ridge Road, Montgomery, AL 36109.

NOW, THEREFORE, BE IT RESOLVED, after careful consideration of the matter, the Montgomery County Commission does hereby authorize the relocation of the polling place in Precinct 302 from Flowers Elementary School at 3510 Harrison Road, to Eastern Hills Baptist Church at 3604 Pleasant Ridge Road, Montgomery, Alabama 36109 effective November 04, 2019.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this the 18th of November 2019.

Elton N. Dean, Sr., Chairman

Ronda M. Walker, Vice Chairman

Daniel Harris, Jr., Commissioner

Isaiah Sankey, Commissioner

Doug Singleton, Commissioner



www.mc-ala.org/da

Daryl D. Bailey
District Attorney
Fifteenth Judicial Circuit of Alabama
251 South Lawrence Street
P.O. Box 1667
Montgomery, Alabama 36102-1667



(334)832-2550

MEMORANDUM

TO: Elton N. Dean, Sr., Chairman
Montgomery County Commission

FROM: Rhonda B. Cape
Chief Administrator

DATE: October 30, 2019

SUBJECT: Equitable Sharing Agreement and Certification

The Equitable Sharing Agreement and Certification for our office is enclosed. Your signature is required for submission. I respectfully request this item be placed on the November 18, 2019 agenda.

Contact me at 832-1652 if you have any questions.



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: AL003025A
Agency Name: Montgomery County District Attorney 15th Judicial
Mailing Address: 100 S. Lawrence St.
PO Box 1667
Montgomery, AL 36104

Type: Prosecutor's Office

Agency Finance Contact

Name: Cape, Rhonda B
Phone: 3348322550
Email: rhondacape@mc-ala.org

Jurisdiction Finance Contact

Name: Thomas, Sherrill
Phone: 334-832-1268
Email: sherrillthomas@mc-ala.org

ESAC Preparer

Name: Cape, Rhonda B
Phone: 3348322550
Email: rhondacape@mc-ala.org

FY End Date: 09/30/2019

Agency FY 2020 Budget: \$8,169,927.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$0.00	\$0.00
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income	\$0.00	\$0.00
6	Total Equitable Sharing Funds Received (total of lines 1-5)	\$0.00	\$0.00
7	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and line 6)	\$0.00	\$0.00

¹Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	\$0.00
m	Non-Categorized Expenditures	\$0.00	\$0.00
n	Salaries	\$0.00	\$0.00
	Total	\$0.00	\$0.00

Date Printed: 10/25/2019

Page 1 of 5

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Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor****Name:****Company:****Phone:****Email:**

Were equitable sharing expenditures included on your jurisdiction's prior fiscal year's Schedule of Expenditures of Federal Awards (SEFA)?

YES ☐ NO ☐

Prior year Single Audit Number Assigned by Harvester Database:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within 60 days of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by the entity that maintains the Agency's appropriated or general funds and agrees that the funds will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the Schedule of Expenditures of Federal Awards (SEFA) under Catalog of Federal Domestic Assistance number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Money Laundering and Asset Recovery Section of the Department of Justice and the Executive Office for Asset Forfeiture of the Department of the Treasury of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: Bailey, Daryl D
Title: District Attorney
Email: darylbailey@mc-ala.org

Signature: Daryl Bailey Date: 10/25/2019

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Dean Sr., Elton N
Title: Chairman, Montgomery County Commission
Email: eltondean@mc-ala.org

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

ELTON N. DEAN, SR.
CHAIRMAN

RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



Terri A. Henderson, CRE
Revenue Manager

Administrative and Auditing for:
Montgomery County Alabama
Sales & Use Taxes; Lodging Tax;
Gasoline Tax; and Fuel Tax

Telephone (334) 832-1697
FAX (334) 832-1223
Website www.mc-ala.org

MONTGOMERY COUNTY COMMISSION

Tax & Audit Department
P.O. Box 4779
Montgomery, Alabama 36103-4779

MEMORANDUM

DATE: October 28, 2019

TO: Sherrill Thomas, Finance Director *ST 10/28/19*

FROM: Terri Henderson, Revenue Manager *Terri Henderson 10/28/2019*

RE: **2020 Severe Weather Preparedness Tax Holiday, February 21-23, 2020**

Please see copy of the emailed notice attached from the State of Alabama Department of Revenue ("ADOR") dated October 2, 2019 specific to the 2020 Severe Weather Preparedness Sales Tax Holiday. This is the Sales Tax Holiday enacted pursuant to Act No. 2012-256 that was first passed and signed into law on April 26, 2012. The 2020 Severe Weather Preparedness Tax Holiday is scheduled for the weekend of **February 21-23, 2020**. A quick reference sheet of exempt items printed from the ADOR website is also attached.

If we are going to participate in the 2020 Severe Weather Preparedness Tax Holiday, I would respectfully request that this item be included for discussion and/or placed on the agenda for the Montgomery County Commission meeting on November 4, 2019 or as soon as possible thereafter. Please see the Resolution attached that has been drafted for further consideration in this matter for proposed action at the Montgomery County Commission meeting on November 18, 2019. Written notice of our participation and a certified copy of our Resolution and/or notification of our decision not to participate in 2020 will be due back to the ADOR before or **not later than the January 22, 2020** deadline.

Please note the 2020 Severe Weather Preparedness Tax Holiday is in addition to the 2020 Back To School Sales Tax Holiday, which should be subsequently scheduled for the third full weekend in July, 2020, or the weekend of July 17-19, 2020. Please let me know if you need anything further. Thank you in advance for your assistance with this matter.

tah/attachments

8-1

**RESOLUTION PROVIDING FOR MONTGOMERY COUNTY'S
PARTICIPATION IN THE "SALES TAX HOLIDAY"
IN FEBRUARY 2020, AS AUTHORIZED
BY ACT NO. 2012-256**

WHEREAS, during its 2012 Regular Session, the Alabama Legislature enacted Act No. 2012-256, approved April 26, 2012, which provides an exemption of the state sales and use tax for certain purchases related to severe weather preparedness during the first full weekend in July 2012 and the last full weekend of February in subsequent years; and

WHEREAS, as required by Code of Alabama 1975, § 11-51-210(e), a participating county or municipality shall submit a certified copy of their adopted resolution or ordinance providing for the severe weather preparedness sales tax holiday, and any subsequent amendments thereof, to the Alabama Department of Revenue at least 14 days prior to the first full weekend of July in 2012 and at least 30 days prior to the last full weekend of February in subsequent years; and

WHEREAS, the exemption of certain county sales and use taxes for the last full weekend of February 2020 herein adopted by the county commission is an amendment to the county's sales and use tax levy warranting notice to the Alabama Department of Revenue as provided in Code of Alabama 1975, § 11-51-210(e);

WHEREFORE BE IT RESOLVED BY THE MONTGOMERY COUNTY COMMISSION that it does hereby provide for an exemption of the 2½ percent county sales and use tax on purchases of items covered by Act No. 2012-256 beginning at 12:01 a.m. on Friday, February 21, 2020 and ending at twelve midnight on Sunday, February 23, 2020.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the November 18, 2019 meeting of the Montgomery County Commission, and be immediately forwarded to the Alabama Department of Revenue in compliance with Code of Alabama 1975, § 11-51-210(e).

IN WITNESS WHEREOF, the Montgomery County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on this the 18th day of November, 2019.

I hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 18th day of November, 2019.

Elton N. Dean, Sr.
Chairman

8-2

Terri Henderson

From: Reese, Laura <Laura.Reese@revenue.alabama.gov>
Sent: Wednesday, October 2, 2019 2:36 PM
To: Terri Henderson
Subject: 2020 Severe Weather Preparedness Tax Holiday

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

October 2, 2019

IMPORTANT

RESPONSE REQUIRED

IMPORTANT

2020 Severe Weather Preparedness Tax Holiday February 21-23, 2020

Deadline to notify ADOR: January 22, 2020

The 2020 Severe Weather Preparedness Tax Holiday begins at 12:01 a.m. on Friday, February 21, 2020, and ends at twelve midnight on Sunday, February 23, 2020. As required by the Sales Tax Holiday for Severe Weather Preparedness Rule, a participating county or municipality shall submit a certified copy of their adopted resolution or ordinance providing for the Severe Weather Preparedness Sales Tax Holiday, and any subsequent amendments thereof, to the Alabama Department of Revenue before January 21, 2020. The Department will compile this information into a list of all counties and municipalities participating in the Severe Weather Preparedness Tax Holiday and issue a current publication of the list on its website at: <https://revenue.alabama.gov/sales-use/sales-tax-holidays>

**Your taxpayers want to know if your locality will participate
in the 2020 Weather Preparedness Tax Holiday.**

ACTION REQUIRED:

Please put it on your calendar to discuss and vote on this matter soon and notify the ADOR of the decision before January 22, 2020.

Participating? - Send a certified copy of any resolution, ordinance, or amendment adopted by your locality.
(Sample Ord/Res here: <https://revenue.alabama.gov/sales-use/local-government-forms/>)

Not Participating? - It is important that you inform us via email, fax, or letter of that fact.

Taxpayers rely on the list provided by the Department of Revenue and the Department cannot post a locality's participation status based on assumption; notification of nonparticipation or copies of resolution/ordinance from the locality is required.

Notification can be faxed, mailed or emailed:

FAX: 334-242-8916

MAIL: ALABAMA DEPARTMENT OF REVENUE
Attention: Laura Reese, Room 4138
Sales & Use Tax Division

Post Office Box 327900
Montgomery, Alabama 36132-7900

EMAIL: laura.reese@revenue.alabama.gov
QUESTIONS: 334-242-1443



2020 SEVERE WEATHER PREPAREDNESS SALES TAX HOLIDAY

Alabama will hold its ninth annual Severe Weather Preparedness Sales Tax Holiday, beginning Friday, February 21, 2020 at 12:01 a.m. and ending Sunday, February 23, 2020 at 12 midnight, giving shoppers the opportunity to purchase certain severe weather preparedness items free of state sales tax. Local sales tax may apply.

For more information, contact us 8:00 a.m. – 5:00 p.m., CST
Monday through Friday
334-242-1490 or 866-576-6531

COVERED ITEMS - \$60 or Less, per ITEM		
EXEMPT:		
• AAA-cell batteries • AA-cell batteries • C-cell batteries • D-cell batteries • 6-volt batteries • 9-volt batteries • Cellular phone battery • Cellular phone charger • Portable self-powered or battery-powered radio, two-way radio, weatherband radio or NOAA weather radio • Portable self-powered light source, including battery-powered flashlights, lanterns, or emergency glow sticks	• Tarpaulin • Plastic sheeting • Plastic drop cloths • Other flexible, waterproof sheeting • Ground anchor system, such as bungee cords or rope, or tie-down kit • Duct tape • Plywood, window film or other materials specifically designed to protect window coverings • Non-electric food storage cooler or water storage container • Non-electric can opener	• Artificial ice • Blue ice • Ice packs • Reusable ice • Self-contained first aid kit • Fire extinguisher • Smoke detector • Carbon monoxide detector • Gas or Diesel fuel tank or container
TAXABLE:		
• Coin batteries • Automobile and boat batteries		

A single purchase with a sales price of \$1000 or Less
EXEMPT:
Any portable generator and power cords – used to provide light or communications or preserve food in the event of a power outage.

October 31, 2019

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Holly H. Leverette 
Director of Risk Management

SUBJECT: Intent to Enter into Contract for Medical Claims Repricing Service for the Youth Detention Facility and the Detention Facility effective December 1, 2019.

Using a claim repricing company with established contracts with outside physicians/providers through established networks across the State of Alabama would lower the cost of inmate care handled outside of the detention facilities. Included in this memo is a spreadsheet showing a few actual repriced claims along with the savings.

A Request for Proposal went out on October 24, 2019 for a Medical Claims Repricing Service for the Youth Detention Facility and the Detention Facility for medical services conducted at locations outside of these facilities. The RFP was distributed to the following:

Health Choice PPO	Lauren Craig	Birmingham, AL
Insurance Solutions Group	Greg Wilkes	Troy AL
Alamed PPO	Jennifer Hall	Birmingham, AL
D & D Total Health Solutions	Charlotte Deaton	Florence, AL
Vona Case Management	Ryan Shirley	Daphne, AL
Millennium Risk Managers	Terry Young	Birmingham, AL
Joshua Agency	Cory Johnson	Montgomery AL

I am requesting this item be added to the Agenda for the November 18, 2019 Montgomery County Commission meeting for award and approval.

Enclosure

Cc: Florence Cauthen, Deputy Administrator

Inmate Medical Cost Savings Report							
Location	Service Start	Service End	Facility	Billed Cost	Repriced Cost	Savings	% Savings
Montgomery Youth Detention Facility	6/23/2019	6/25/2019	Baptist Medical Center	\$16,799.64	\$8,442.58	\$8,357.06	
Montgomery Youth Detention Facility	6/22/2019	6/22/2019	Baptist Medical Center ER	\$1,846.00	\$166.89	\$1,679.11	
Montgomery Youth Detention Facility	6/22/2019	6/23/2019	Baptist Medical Center	\$5,148.70	\$599.93	\$4,548.77	
			Total for 3 Invoices	\$23,794.34	\$9,209.40	\$14,584.94	61%
Autauga Detention Facility	12/18/2018	12/25/2018	Prattville Baptist Hospital	\$34,963.65	\$7,534.07	\$27,429.58	
Autauga Detention Facility	12/5/2017	12/7/2017	Prattville Baptist Hospital	\$19,391.70	\$5,813.24	\$13,578.46	
Autauga Detention Facility	11/15/2018	11/15/2018	Prattville Baptist Hospital	\$8,911.75	\$794.03	\$8,117.72	
			Total for 3 Invoices	\$63,267.10	\$14,141.34	\$49,125.76	78%
Chilton County Detention Facility	11/29/2016	10/3/2019	Total For All Service Dates 383 Claims	\$926,484.70	\$132,318.35	\$794,166.35	86%
Madison County Detention Facility	3/15/2017	10/7/2019	Total For All Service Dates 1628 Claims	\$4,540,276.28	\$1,183,978.35	\$3,356,297.93	74%

October 31, 2019

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Holly H. Leverette 
Director of Risk Management

SUBJECT: Request Approval to Amend Contract with QCHC to Remove the Cost Pool for
Medical Services Outside the Detention Facility effective December 1, 2019.

I have been in communication with Christie Estes, General Counsel for QCHC, regarding amending the Detention Facility contract with QCHC to remove the cost pool for medical services at locations outside of the Detention Facility to allow for the Montgomery County Commission to begin working with a claims repricing company to reprice and pay claims for inmate medical services handled outside of the Detention Facility.

I am requesting this item be added to the Agenda for the November 18, 2019 Montgomery County Commission meeting for approval.

Enclosure

Cc: Florence Cauthen, Deputy Administrator

**AMENDMENT TO HEALTH SERVICES AGREEMENT
BETWEEN QCHC, INC. AND MONTGOMERY COUNTY, ALABAMA**

WHEREAS, QCHC, INC., a/k/a Quality Correctional Health Care, ("QCHC"), and MONTGOMERY COUNTY, ALABAMA ("COUNTY"), entered into a HEALTH SERVICES AGREEMENT (the "AGREEMENT") for the Montgomery County Detention Facility ("JAIL") on October 1, 2016;

WHEREAS, Section 10.6 of the AGREEMENT states that the AGREEMENT "may be amended or revised only in writing and signed by all parties";

WHEREAS, the COUNTY desires to utilize a third-party to negotiate and reprice off-site inmate medical claims.

WHEREAS, the COUNTY desires to remove the quarterly cost-pool from the AGREEMENT.

THEREFORE, the parties hereby mutually agree to amend the terms of the AGREEMENT as follows:

AMENDMENT

Effective December 1, 2019:

Section 1.2 (e) Medication shall be deleted in its entirety and replaced with the following language:

QCHC will document the receipt and disbursement of all medication in a manner acceptable to the County. Medications that will not be included in the base price of the contract are HIV, Dialysis, Chemotherapy, Anti-rejection, Atypical Antipsychotics, and non-formulary drugs/medications. The cost of these medications will be billed to the County separate from the compensation set forth in Section 7.1.

Section 1.3 Specialty Services shall be deleted in its entirety and replaced with the following language:

In addition to providing the primary services described above, QCHC will identify those inmates requiring additional care and notify County immediately. When off-site and/or hospital care is required for medical reasons, QCHC will arrange for inpatient and/or outpatient hospital services, mobile services, SPECIALTY SERVICES, dental services, X-ray, diagnostic testing, consultation services, off-site mental health services, and medically indicated ground ambulance transportation for INMATES/DETAINEES, in accordance with the SHERIFF's policies and procedures, and in coordination with the COUNTY'S off-site care coordinator and/or third party administrator, if applicable. QCHC will not be financially responsible for any costs associated with off-site care and/or SPECIALTY SERVICES. QCHC and COUNTY recognize that there may be off-site medical bills for services provided prior to December 1, 2019 that may not be

received by QCHC until after this amendment takes effect. Claims received by QCHC prior to December 1, 2019 will be paid from the existing cost-pool. Claims received after December 1, 2019 will be sent directly to the COUNTY for payment.

Section 1.3 (c) Dental Services shall be amended to state that Dental Services will be capped at \$41,000.00 annually. Any balance for dental services exceeding the cap shall be billed directly to the COUNTY and such charges will be separate from the compensation set forth in Section 7.1.

Section 7.1(a) Base Compensation shall be amended to reflect that the monthly compensation due to QCHC will be \$155,912.86 for the period from December 1, 2019 through September 30, 2020. The amount to be paid by the COUNTY to QCHC for the same period will be \$1,559,128.56.

Section 7.1(b) Cost Pool shall be deleted in its entirety.

ALL OTHER TERMS AND CONDITIONS IN THE AGREEMENT SHALL REMAIN THE SAME.

The parties hereby signify their agreement with the above and foregoing by affixing their signatures below:

QCHC, INC.:

BY: JOHNNY EDWARD BATES, MD
TITLE: PRESIDENT & CEO
DATE: _____

**MONTGOMERY
COUNTY, ALABAMA:**

BY: _____
TITLE: _____
DATE: _____

Employee Christmas Luncheon Budget

Catering	\$8,800.00
Paper Products	150.00
Floor Protection	150.00
<u>Table Decorations</u>	<u>100.00</u>
Total	\$9,200.00

Montgomery County End-of-Year Employee Recognition and Appreciation Program

Pursuant to Amendment 909 of the Constitution of Alabama of 1901, the Montgomery County Commission ("MCC") does hereby establish the Montgomery County End-of-Year Employee Recognition and Appreciation Program ("ERAP") to express its appreciation to the dedicated employees of Montgomery County and to recognize those employees who have reached significant milestones in their years of service.

The scope of the ERAP is as follows:

1. A luncheon to be held once per year in the month of December.
2. The luncheon will be held during the regular business hours of the MCC, at a premise or property owned or under the authority of the MCC.
3. An invitation to attend the luncheon will be extended, via email, to all employees of the MCC.
4. At the luncheon, employees of the MCC will receive a catered lunch, including a meal, beverages and dessert. The meal may be served either plated or buffet style.
5. The luncheon will follow a pre-determined program or agenda that includes, at minimum, the following:
 - Remarks by the Chair of the MCC (or his/her designee) on the state of the county, including updates on any information pertinent to county employees.
 - A presentation by members of the MCC of plaques and/or certificates to any employee of the MCC that has 1) celebrated a 5 year-incremental employment anniversary since the preceding 12-month period, 2) has maintained perfect attendance during the preceding 12-month period, or 3) any other recognition established hereafter by the MCC.

The MCC shall cover all costs associated with the luncheon including meal catering, beverages, utensils, plaques, certificates and other incidental costs. The County Administrator shall create a budget for the ERAP, and such budget must come before the MCC for approval prior to the expenditure of any funds related to program. Further, the MCC shall maintain detailed records of all disbursements associated with the planning and execution of the ERAP, which will be subject to review by the Alabama Department of Examiners.

The MCC reserves the right to cancel or decrease the scope of the ERAP as outlined above; however, the MCC shall not make any additions or in any way expand the ERAP without first following the notice procedures as outlined in Amendment 909 of the Constitution of Alabama of 1901 regarding the adoption of such programs and policies.

Commissioner Singleton said he recommended Brian Shelton because he has known him for many years and everyone he talked to agreed that Mr. Shelton would be a great asset to the Board. Commissioner Singleton said he welcomed any recommendations for the vacancies.

Vice Chairman Walker asked Commissioner Singleton if he could speak to the conflict of interest issue, and he stated that he could not because he has no knowledge of it.

APPROVAL OF MINUTES

Commissioner Harris made a motion to approve the Minutes of the Regular Meeting of November 19, 2018. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission.

CONSENT AGENDA

Administrator Donald Mims presented the Accounts Payable Checks and Payroll Checks Authorization for approval. Commissioner Harris made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 6, are attached to these Minutes.)

PUBLIC HEARING

PUBLIC HEARING REGARDING PROPOSED EMPLOYEE RECOGNITION AND APPRECIATION PROGRAM

Chairman Dean opened the Public Hearing and asked if anyone in the audience wanted to speak regarding the Proposed Employee Recognition and Appreciation Program (ERAP). Administrator Mims briefed the Commission on the ERAP which would allow the County to have an Employees Appreciation Program once a year that includes a luncheon and recognition of employees. He further stated that the Commission provided notice at the meeting on November 19, 2018, of its intention to consider the ERAP and to hold a public hearing at the meeting on December 3, 2018. No one from the audience expressed a desire to speak to the topic. Chairman Dean then declared the Public Hearing closed.

NEW BUSINESS

COUNTY COMMISSION – APPROVED EMPLOYEE RECOGNITION AND APPRECIATION PROGRAM AND RELATED 2018 BUDGET

Commissioner Harris made a motion to approve the Employee Recognition and Appreciation Program and related 2018 Budget. The motion had a provision that the County Commission can use the First Baptist Church for the employee recognition and appreciation luncheon if the location is approved by the Alabama Examiners of Public Accounts and authorized by the Chairman of the Montgomery County Commission. The motion was seconded by Vice Chairman

Walker and unanimously approved by the Commission. (Copies of Memorandum, Montgomery County ERAP, and Budget, Agenda Pages 1-1 through 1-3, are attached to these Minutes.)

PIKE ROAD VOLUNTEER FIRE PROTECTION AUTHORITY – APPROVED BOARD MEMBER APPOINTMENT

Commissioner Singleton made a motion to approve the Appointment of Brian Shelton to the Pike Road Volunteer Fire Protection Authority. Mr. Shelton will replace Charles Williamson “Will” Barfoot for a term expiring March 1, 2020. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Memorandum and Board Members’ Appointment Page, Agenda Pages 2-1 and 2-2, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED 2019 CALENDAR YEAR CONTRACT AGREEMENT WITH CROSBY DRINKARD GROUP, LLC, FOR GOVERNMENTAL AFFAIRS REPRESENTATION/CONSULTING SERVICES

Commissioner Harris made a motion to approve the 2019 Calendar Year Contract Agreement with Crosby Drunkard Group, LLC, for Governmental Affairs Representation/Consulting Services. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum and Contract, Agenda Pages 3-1 through 3-3, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED 2019 PROPOSED LEGISLATIVE AGENDA

Commissioner Harris made a motion to approve the 2019 Proposed Legislative Agenda. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum and Legislative Bills, Agenda Pages 4-1 through 4-6, are attached to these Minutes.)

COUNTY COMMISSION – ADOPTED RESOLUTION, AGREEMENT, AND DELEGATION OF AUTHORITY REGARDING THE EASTWOOD VILLA HOUSING REHABILITATION-PHASE 2 PROJECT, CDBG PROJECT NUMBER CY-CM-RR-18-017

Commissioner Singleton made a motion to adopt the Resolution, Agreement, and Delegation of Authority regarding the Eastwood Villa Housing Rehabilitation-Phase 2 Project, CDBG Project Number CY-CM-RR-18-017. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Memorandum, Resolution, Delegation of Authority Sheet, Agreement and Support Documents, Agenda Pages 5-1 through 5-18, are attached to these Minutes.)

YOUTH FACILITY – APPROVED ALABAMA DEPARTMENT OF YOUTH SERVICES GRANT/SUBSIDY AGREEMENT FOR 2018-2019

Commissioner Singleton made a motion to approve the Alabama Department of Youth Services Grant/Subsidy Agreement for 2018-2019. The motion was seconded by Commissioner

AGENDA

DEC - 3 2018

November 29, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen
Deputy Administrator



SUBJECT: Employee Recognition and Appreciation Luncheon

At its last meeting, the Commission discussed an employee appreciation luncheon authorized by Amendment 909. A public hearing on this matter is scheduled during the formal session of the Commission meeting on December 3, 2018.

I request approval of the attached Montgomery County End-of-Year Employee Recognition and Appreciation Program and Budget.

Montgomery County End-of-Year Employee Recognition and Appreciation Program

Pursuant to Amendment 909 of the Constitution of Alabama of 1901, the Montgomery County Commission ("MCC") does hereby establish the Montgomery County End-of-Year Employee Recognition and Appreciation Program ("ERAP") to express its appreciation to the dedicated employees of Montgomery County and to recognize those employees who have reached significant milestones in their years of service.

The scope of the ERAP is as follows:

1. A luncheon to be held once per year in the month of December.
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3. An invitation to attend the luncheon will be extended, via email, to all employees of the MCC.
4. At the luncheon, employees of the MCC will receive a catered lunch, including a meal, beverages and dessert. The meal may be served either plated or buffet style.
5. The luncheon will follow a pre-determined program or agenda that includes, at minimum, the following:
 - Remarks by the Chair of the MCC (or his/her designee) on the state of the county, including updates on any information pertinent to county employees.
 - A presentation by members of the MCC of plaques and/or certificates to any employee of the MCC that has 1) celebrated a 5 year-incremental employment anniversary since the preceding 12-month period, 2) has maintained perfect attendance during the preceding 12-month period, or 3) any other recognition established hereafter by the MCC.

The MCC shall cover all costs associated with the luncheon including meal catering, beverages, utensils, plaques, certificates and other incidental costs. The County Administrator shall create a budget for the ERAP, and such budget must come before the MCC for approval prior to the expenditure of any funds related to program. Further, the MCC shall maintain detailed records of all disbursements associated with the planning and execution of the ERAP, which will be subject to review by the Alabama Department of Examiners.

The MCC reserves the right to cancel or decrease the scope of the ERAP as outlined above; however, the MCC shall not make any additions or in any way expand the ERAP without first following the notice procedures as outlined in Amendment 909 of the Constitution of Alabama of 1901 regarding the adoption of such programs and policies.

Employee Christmas Luncheon Budget

Catering	\$8,800.00
Paper Products	150.00
Floor Protection	150.00
<u>Table Decorations</u>	<u>100.00</u>
Total	\$9,200.00

COOSA- ALABAMA RIVER IMPROVEMENT
ASSOCIATION
P.O. Box 388
Montgomery, AL 36101-0388 US
info@cara.org

Invoice



BILL TO:
Mr. Donald Mims
Montgomery County Commission
Mr. Donald Mims, Administrator
P.O. Box 1667
Montgomery, AL 36102-1667

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1046	10/21/2019	\$4,000.00	10/31/2019	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/21/2019	Services	2020 Annual Membership Dues			4,000.00
We appreciate your continued support.					
BALANCE DUE					\$4,000.00

Tammy Nix

From: COOSA- ALABAMA RIVER IMPROVEMENT ASSOCIATION
<quickbooks@notification.intuit.com>
Sent: Monday, October 21, 2019 2:44 PM
To: Donald Mims
Subject: 2020 Annual Membership Dues from COOSA- ALABAMA RIVER IMPROVEMENT ASSOCIATION
Attachments: Invoice_1046_from_COOSA_ALABAMA_RIVER_IMPROVEMENT_ASSOCIATION.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



COOSA- ALABAMA RIVER IMPROVEMENT ASSOCIATION

Thank you for your valued membership and support of the Coosa-Alabama River Improvement Association. Our mission is to support the continued maintenance and improvement of the Coosa-Alabama Waterway System for navigation, flood control, water supply, recreation, power and economic development.

As you are aware, we operate on an October – September fiscal year. Attached you will find your membership dues invoice for the 2020 operating year.

CARIA operates on membership dues, a state appropriation, and any revenue derived from annual meeting fees. The current state appropriation is 50% of that received four years ago. So membership dues are essential to the support and maintenance of the Association. We use these funds to promote our mission of improving and marketing the Alabama, Coosa, and Tallapoosa Rivers through education, promotion, and public advocacy.

Should you have any questions or concerns, please feel free to phone me at 334-235-1718. Your membership is important to us...and we hope CARIA is important to you.

Sincerely,

Blake Hale Hardwich
Executive Director
Coosa-Alabama River Improvement Association
www.caria.org
770 Washington Ave., Suite 150
Montgomery, Alabama 36104
PO Box 388
Montgomery, AL 36101-0388

INVOICE 1046

DUE 10/31/2019

\$4,000.00

Review and pay

Powered by QuickBooks

COOSA- ALABAMA RIVER IMPROVEMENT ASSOCIATION

P.O. Box 388 Montgomery, AL 36101-0388 US

info@caria.org

If you receive an email that seems fraudulent, please check with the business owner before paying.



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MEMORANDUM

To: Donald L. Mims, County Administrator

From: Khristie Davis, Buyer *LD*

Date: October 18, 2019

RE: Contract No. 51901-16B-035
Uniforms and Services

I request that the attached Amendment No. 1 to Cintas Corporation for uniforms and services be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for thirty (30) days, beginning December 1, 2019 and ending on December 30, 2019.

All provisions of the contract shall remain the same.

This contract extension has been coordinated with Lamar Allen, General Service Director and George Speake, County Engineer.

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

Amendment
To
Contract # 51901-16B-035

Amendment No. 1

Contract with Cintas Corporation to furnish uniforms and services for Montgomery County Commission, is hereby extended for thirty (30) days beginning December 1, 2019 and ending December 30, 2019. -

All other provisions of the contract will remain the same.

WITNESS:

CINTAS CORPORATION

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Khristie Davis, Buyer *PD*
DATE: October 31, 2019
RE: Invitation to Bid No. 51901-19B-035
Staff Uniforms

Request approval of award on the above referenced Invitation to Bid to Logo Branders based on unit pricing in the amount of \$22,256.25, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with Lamar Allen, General Service Director of Support Service.

Attachment

•

Purchasing Department

Montgomery County Commission

[illegible]

Notes:

14-2

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:													
INVITATION TO BID NO: 51901-19B-035													
DATE ISSUED: September 30, 2019													
DATE OPENED: October 21, 2019													
REQUESTING DEPARTMENT: Support Service													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM/ NO.	DESCRIPTION OF ITEM	Units	QTY	BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
				UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
4	Model No. 1261606 or Approved Equal												
	Ladies Under Armour Corp. Performance												
	Polo Short Sleeve Shirt												
	Size: XS - XL	ea.	25	\$29.30	\$732.50	\$45.99	\$1,149.75	\$31.50	\$787.50				
	Size: 2XL	ea.	25	\$33.75	\$843.75	\$45.99	\$1,149.75	\$31.50	\$787.50				
5	Model No. 2300 or Approved Equal												
	Adult Gildan Ultra Cotton T-Shirt w/Pocket												
	Short Sleeve												
	Size: S - XL	ea.	25	\$6.30	\$157.50	\$7.99	\$199.75	\$7.50	\$187.50				
	Size: 2XL - 5XL	ea.	25	\$8.90	\$222.50	\$9.99	\$249.75	\$10.50	\$262.50				
6	Model No. 2410 or Approved Equal												
	Adult Gildan Ultra Cotton T-Shirt w/Pocket												
	Long Sleeve												
	Size: S-XL	ea.	25	\$8.50	\$212.50	\$8.99	\$224.75	\$10.00	\$250.00				
	Size: 2XL - 5XL	ea.	25	\$10.50	\$262.50	\$10.99	\$274.75	\$11.75	\$293.75				
7	Model No. CTB13 or Approved Equal												
	Men's Carhartt Loose-Fit Work Dungaree												

Notes:

14-3

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51901-19B-035				Logo Branders 1161 Lagoon Business Loop Montgomery, AL 36117 nickole@logobrander.com Minority Vendor Yes No X		Cintas 2765 Gunter Park Dr. West Montgomery, AL 36109 ph. 334-260-2880 Minority Vendor Yes No X		Galls, LLC 1340 Russell Cave Road Lexington, KY 40505 smeltzer-Amelia@galls.com Minority Vendor Yes No X		Gulf States Distributors 6000 East Shirley Lane Montgomery, AL 36117 conrad@gulfstatesdist.com Minority Vendor Yes No X		Walter Craig, LLC 1201 North Eastern Blvd. Montgomery, AL 36117 toddlawson@waltercraig.com Minority Vendor Yes No X	
DATE ISSUED: September 30, 2019													
DATE OPENED: October 21, 2019													
REQUESTING DEPARTMENT: Support Service													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
8	Model No. B171 or Approved Equal	ea.	25	\$34.25	\$856.25	\$37.99	\$949.75	\$28.50	\$712.50				
	Men's Carhartt Relaxed Fit Carpenter Jean												
9	Model No. 1953 or Approved Equal	ea.	10	\$36.60	\$366.00	\$20.99	\$209.90	\$21.75	\$217.50				
	Men's Dickies Relaxed Fit Straight Leg												
	Cotton Painter's Pants												
10	Model No. LP600 or Approved Equal												
	Men's Dickies Industrial Relaxed Fit Straight												
	Leg Cargo Pants												
	Waist Size 28" - 48"	ea.	25	\$21.85	\$546.25	\$20.99	\$524.75	\$22.25	\$556.25				
	Waist Size 50" - 60"	ea.	25	\$25.75	\$643.75	\$20.99	\$524.75	\$22.25	\$556.25				
11	Model No. FP337 or Approved Equal	ea.	25	\$31.30	\$782.50	\$25.99	\$649.75	\$27.00	\$675.00				
	Women's Dickies Relaxed Fit Straight Leg												
	Cargo Work Pants												
12	Model No. FPW337 or Approved Equal	ea.	25	\$34.50	\$862.50	\$27.99	\$699.75	\$29.75	\$743.75				
	Women's Dickies Relaxed Fit Straight Leg												
	Cargo Work Pants												

Notes:

14-4

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51901-198-035				Logo Branders 1161 Lagoon Business Loop Montgomery, AL 36117 nickola@logobrander.com Minority Vendor Yes No X		Cintas 2765 Gunter Park Dr. West Montgomery, AL 36109 ph. 334-260-2880 Minority Vendor Yes No X		Galls, LLC 1340 Russell Cave Road Lexington, KY 40505 smeltzer-Amelia@galls.com Minority Vendor Yes No X		Gulf States Distributors 6000 East Shirley Lane Montgomery, AL 36117 conrad@gulfstatesdist.com Minority Vendor Yes No X NO BID		Walter Craig, LLC 1201 North Eastern Blvd. Montgomery, AL 36117 todavilson@waltercraig.com Minority Vendor Yes No X NO BID	
DATE ISSUED: September 30, 2019													
DATE OPENED: October 21, 2019													
REQUESTING DEPARTMENT: Support Service													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
13	Model No. 000390 or Approved Equal												
	Women's Susan Fit Female Work Pants												
	Size: 0-16	ea.	25	\$19.99	\$499.75	\$19.99	\$499.75	\$20.00	\$500.00				
	Size: 18 - 36	ea.	25	\$23.60	\$590.00	\$19.99	\$499.75	\$20.00	\$500.00				
14	Model No. FP219 or Approved Equal												
	Port Authority Value Fleece Vest												
	Size: XS - XL	ea.	10	\$17.70	\$177.00	\$17.99	\$179.90	\$18.50	\$185.00				
	Size 2XL - 6XL	ea.	10	\$19.60	\$196.00	\$22.99	\$229.90	\$20.00	\$200.00				
15	Model No. CTSJ140 or Approved Equal												
	Carhartt Quilted-Flannel-Lined Duck Active Jacket												
	Size: S- XL	ea.	25	\$84.25	\$2,106.25	\$90.00	\$2,250.00	\$88.00	\$2,200.00				
	Size: 2XL - 4XL	ea.	25	\$92.25	\$2,306.25	\$99.99	\$2,499.75	\$95.50	\$2,387.50				
16	Model No. CTTSJ140 or Approved Equal												
	Carhartt Quilted-Flannel-Lined Duck Active Jacket												
	Size: LT - XLT	ea.	25	\$92.25	\$2,306.25	\$99.99	\$2,499.75	\$95.50	\$2,387.50				
	Size: 3XLT - 4XLT	ea.	25	\$92.25	\$2,306.25	\$99.99	\$2,499.75	\$95.50	\$2,387.50				

Notes:

14-5

[illegible]

14-6

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 2nd day of December 2019, between Logo Branders of Montgomery, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Logo Branders owns and operates a business and agrees to furnish Staff Uniforms for Montgomery County Commission Support Service Personnel, as needed, in accordance with all provisions of Invitation to Bid No. 51901-19B-035, as issued by the Montgomery County Commission on September 30, 2019 (hereinafter referred to as the Invitation to Bid) a copy of which is attached hereto;

WHEREAS, In Consideration thereof, Logo Branders and Montgomery County Commission agree as follows:

1. All terms and conditions of Invitation to Bid are incorporated herein by this reference.
2. That the period of the contract will be for one (1) year, beginning December 2, 2019 and ending December 1, 2020, with the option to renew for an additional two (2) years, in one (1) year periods. A price escalation may be allowed after the first year, but shall not exceed 5% per year. That prices bid shall remain firm for the first year of the contract period.
3. At the end of the one (1) year period, a price increase may be allowed, but shall not exceed five-percent (5%) per year.
4. That Montgomery County Commission or Logo Branders may terminate this agreement at any time during the contract period by giving a thirty (30) day written notice to the other party.
5. That Logo Branders shall at all times be in compliance with all specifications and special provisions within the Invitation to Bid.
6. That Logo Branders agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of Logo Branders, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. Logo

Branders agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. Logo Branders also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

7. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Logo Branders
8. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 2nd day of December 2019.

WITNESS:

LOGO BRANDERS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

MEMORANDUM

TO: Montgomery County Commissioner

FROM: Steven L. Reed, Probate Judge

CC: Donnie Mims

DATE: October 22, 2019

RE: Rehire of Tag & Licenses Supervisor at Previous Pay Grade

The Montgomery County Probate Judge requests your favorable consideration of rehiring a former Tag & License Supervisor at her previous salary. Keisha Wright joined the Montgomery County Probate staff in July 2006 as a Clerk Typist II. Ms. Wright was promoted to Assistant Tag & License Supervisor in August 2012 before being promoted to Tag & Licenses Supervisor in May 2015. She remained employed with the Montgomery County Probate Office until October 2018. At that time, Ms. Wright moved to Virginia to start her family. As an employee, Ms. Wright was a team player and consistent leader who received many commendations from customers.

Recently, Ms. Wright made the office aware of her plans to return to Montgomery, Alabama. The office currently has three Assistant Tag & License Supervisor positions available. Montgomery City-County Personnel is reviewing applications and we expect that she'll make the list based upon her previous experience with the office. Because she left in good standing, we have plans to rehire her as an Assistant Tag & Licenses Supervisor (A05). We are requesting approval from the Commission to hire her as an Assistant Tag & License Supervisor (A05) at her previous pay grade (A07).

With 12 years of Montgomery County Probate experience, Ms. Wright has the unique ability to work at any of the four satellite offices as an assistant supervisor or as a supervisor; should a position become available. She understands the daily reporting system along with the variety of functions related to tags, titles, and licenses within the Probate Office in order to ensure the accurate collection and submission of fees to the State Department of Revenue. The Montgomery County Probate Office respectfully requests that the Montgomery County Commission approve the rehire of Keisha Wright at her previous salary. Thank you for your favorable consideration.

15-1

JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

CLAY HENLEY
CHIEF APPRAISER
APPRAISAL DEPARTMENT

MONTGOMERY COUNTY
REVENUE COMMISSIONER'S OFFICE

P.O. Box 1667
Montgomery, AL 36102-1667
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org



MEMORANDUM

TO: Elton Dean, Chair, Montgomery County Commission
Rhonda Walker, Vice Chair
Dan Harris
Isaiah Sankey
Doug Singleton

FROM: Janet Y. Buskey
Revenue Commissioner

DATE: October 2, 2019

SUBJECT: Reclassification of Administrative Support Specialist to Assistant Branch Supervisor

As discussed in our FY 2020 budget hearing, we requested that Personnel review the position of Administrative Support Specialist in our office, because the job description did not fit the needs of our office. Personnel reviewed the duties of those who held the position and researched other counties. Upon review, personnel recommended the creation of a new classification between Customer Service Clerk and the Revenue Branch Supervisor.

I am asking the Commission to consider with Personnel's recommendation that you approve the creation of an Assistant Branch Supervisor with a Pay Grade of A05 (\$32,318 - \$48,286) and reclassification of our Administrative Support Specialists (A04 \$28,765 - 42,978) to that position. They are currently working in this capacity now.

We currently have 5 positions with the classification of Administrative Support Specialists. One of these positions is vacant. We would request with your approval that we abolish this position, as it would not be needed considering we only have 4 Revenue branch offices.

I appreciate your consideration and approval in this matter. If you have any questions, please let me know.

JYB/ah

Enclosures

Main Office
Downtown (Annex III)
101 S. Lawrence St
Montgomery, AL 36104

East Office
5447 Atlanta Hwy
Montgomery, AL 36109
(334) 272-9692

West Office
3075 Mobile Hwy
Montgomery, AL 36108
(334) 262-4546

Appraisal and Mapping
131 S Perry St
Montgomery, AL 36104
(334) 832-1303

16-1

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
JAMES WILLIAMS

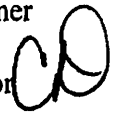


CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

27 Madison Avenue
Montgomery, Alabama 36104

MEMORANDUM

TO: Janet Buskey, Revenue Commissioner

THROUGH: Carmen Douglas, Personnel Director 

FROM: Mark Willis, Senior Personnel Analyst

DATE: October 23, 2019

SUBJECT: Revenue Department Review

Per your request, a department study was completed for the Revenue Department.

After completing the study, our recommendation is to create a new classification entitled Assistant Revenue Branch Supervisor at paygrade A05 (\$32,318 - \$48,286). This classification will serve as the lead worker, and the supervisor in the absence of the Revenue Branch Supervisor.

ASSISTANT REVENUE BRANCH SUPERVISOR

FLSA: Non-Exempt
Pay Grade: A05

#0105
10/21/2019

NATURE OF WORK: The fundamental reason this classification exists is to assist the Revenue Branch Supervisor in a variety of functions and complete tasks related to the collection of ad valorem tax. The essential functions are: performs administrative duties; maintains inventory of manufactured home decals, supplies and records; performs customer functions; supervises two or more full-time employees and verifies accuracy of tax forms. Employees report to the Revenue Branch Supervisor.

WORK RESPONSIBILITIES:

Performs administrative duties using the computer, printer, calculator, logs and ledgers following state laws governing revenue operations and Revenue Department Policies and Procedures Manual in order to ensure smooth and continued operations of the Office.

Maintains inventory of manufactured home decals, supplies and records using log book, tax receipts, control number listing, and computer following state revenue laws and Revenue Department Policies and Procedures Manual in order to ensure accuracy of inventory for auditing purposes.

Provides customer service functions using computer, calculator, telephone, Code of Alabama and notary seal following Revenue Department's policies and procedures and state laws in order to appease customers, provide information to the public and outside agencies, and to maintain a positive image for the Revenue office.

Performs supervisory duties of employees engaged in the collection of ad valorem taxes using the sign in/out sheets and leave register following Montgomery City/County Rules and Regulations and County Employee's Handbook in order to ensure the workload is fairly distributed and completed in a timely manner.

Verifies accuracy of tax forms daily, to include tax, fees, interest and data collected using daily receipt printouts, calculator, receipts, checks, daily money sheet and balance sheet log, in order to ensure accurate collection of tax, fees, and interest, and maintain necessary documentation for audit purposes.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of basic accounting principles to include debits, credits, and balance sheets as needed to complete daily and monthly audits, balance money against printed figures, and break down interest charges monthly.

Knowledge of County Employee Handbook to include leave, insurance, retirement, workers' compensation, and Family Medical Leave Act as needed to supervise clerks and ensure compliance of self.

Knowledge of progressive discipline procedures found in Montgomery City-County

Rules and Regulation to include discipline steps, necessary documentation, and notification procedures as needed to supervise clerks.

Knowledge of revenue line operations to include tax computations, amount due, manual computation of fees and interest, calculating taxes due, appropriate documentation required from customer, and appropriate affidavits to give to the customer, when needed to fill in for clerks and supervise clerks.

Knowledge of manufactured homes to include researching the paper work, verifying that sales tax has been paid, and determining if citations have been issued as needed to compute taxes due.

Knowledge of bankruptcy laws, to include, when taxes can be collected or cease to collect as needed to assist in the research and filing of bankruptcy paper for collection of revenue.

Knowledge of filing system to include alphabetical and chronological as needed to organize and maintain office records.

Ability to communicate verbally to include breaking down technical information, logical ordering of information, and being clear and concise as needed to explain the Code of Alabama and other laws, regulations, and procedures to employees, the public, and other interested parties; resolve conflicts, obtain information; and ensure smooth operation of office.

Ability to communicate in writing to include correct grammar, spelling punctuation, clarity, conciseness, paragraph structure/organization as needed to write letters, memos and create form letters.

Ability to perform mathematical computations to include percentages, addition, subtraction, multiplication, and division of whole numbers, fractions and decimals as needed to count money, balance cash drawers and monthly report, calculate interest charges, compute fees, and break down interest chargers monthly.

Ability to read at a level to comprehend complex text such as Code of Alabama, Revenue Handbook, new state laws and procedures, bankruptcy laws as needed to ensure compliance with laws and procedures, provide information to others, identify fees for different situations, and ensure correct fee is charged.

Ability to operate standard office equipment such as copier, printers, and fax machines to include troubleshooting problems such as paper jams and determining when to request service on equipment, loading material into equipment such as paper and toner and capabilities/limitations as needed to determine the severity of equipment problems, to fix minor problems and to notify the department head for any major repairs or service needed.

Ability to operate a personal computer or computer terminal to include keyboard layout, function keys, password, sign in/off procedures, how to access mainframe, and menus as needed to create, save, retrieve, organize and delete files, documents and data.

Ability to use computer applications such as Access, Excel (accounting program), and Word as needed to compose letters and memos.

Ability to interpret appraisal and assessment computer menus to include homestead exemption, over age exemption, appraised value, and amount of taxes dues as needed to answer taxpayer's questions.

Ability to use and operate the barcode machine as needed to process payments and return mail.

Ability to establish and maintain effective working relationships with employees and

public.

Ability to interact with others to include listening, hearing both sides without judging, using a calm and neutral tone of voice, being firm and courteous, being patient and tactful, and recognizing when to disperse with the discussion and cool off as needed to resolve conflicts, provide/gather information, assign work duties, coordinate with other supervisors and offices, and conduct performance counseling.

Ability to handle multiple tasks simultaneously to include being interrupted and returning to work immediately as needed to answer the telephone, respond to employee questions, and handle customer complaints.

Ability to work independently with little supervision to include time management and prioritization as needed to meet deadlines, troubleshoot problems, and locate errors.

Ability to continue working on a task for long periods of time without getting discouraged as needed to meet deadlines and balance cash drawers and daily reports.

Ability to attend to details to include persistence, recognizing discrepancies, and isolating individual errors as needed to balance cash drawers and monthly report.

Ability to plan and organize work for office and staff to include time management, prioritizing, measuring work load levels, and ensuring adequate staff levels as needed to supervise employees.

Ability to research and reference information in Code of Alabama, Revenue Handbook and other legal documents as needed to provide information, answer questions, and identify procedures in special situations.

Ability to monitor inter office cash drawers and safe security to include verifying all drawers maintain a two hundred-dollar base as needed to maintain accuracy of cash on hand.

Ability to prepare daily cash drawer records and submits to Chief Clerk financial records and reports.

Ability to manage bookkeeping and balancing functions to ensure operational efficiency and maximum effectiveness as expected by the Examiners of Public Accounts.

SPECIAL REQUIREMENTS: Willingness to work overtime and to travel out of the county to attend classes, training seminars, workshops and etc.

MINIMUM QUALIFICATIONS: High school diploma or GED and two years of experience in the collection of ad valorem taxes.

APPROVALS:	
Supervisor	Date
Division Head	Date
<i>Allyson Holland</i>	<i>10-23-19</i>
Department Head	Date
<i>Joan Y. Buckley</i>	<i>10-23-19</i>
Appointing Authority	Date

17. Consider Authorization of Revised Job Description for County Administrator, County Commission

This Item will be Presented At Monday's Meeting

18. Consider Authorization of Position Fill Request for County Administrator, Position Number 200165011, County Commission

This Item will be Presented At Monday's Meeting



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

To: Elton Dean, Chair, Montgomery County Commission

From: Regina Walker, Grant Manager
Montgomery County Sheriff's Office

Subject: Montgomery County Fanfest

Date: October 28, 2019

In less than 50 days, hundreds of people will converge on our city to celebrate the annual Camellia Bowl. Your assistance of \$5,000 would be of great assistance as we welcome county employees and other guests to our city. We are requesting this item be placed on the agenda for the November 18, 2019 meeting of the County Commission.

We invite you to join us as we interact with county employees, the teams, their families, and other elected officials in this casual setting.

Should you have any questions or require additional information, please call 832-1660 or 313-7216.

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 361034219
OFFICE 334.832.4980
FAX 334.832.7113

DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104
OFFICE 334.832.1386
FAX 334.265.0990



Office of Public Affairs

P.O. Box 1667
Montgomery, AL 36102
(334) 832-1270

Proposed “On the Road” tour dates:

We are proposing for the “On the Road” Meetings to be held the first meeting of every other month beginning in February. If approved, the tour dates would be Tuesday, February 11, Monday, April 6, Monday, June 1, Monday, August 3, and Monday, October 5.

We would like for each commissioner to have the location of meeting for date selected and confirmed by December 11, 2019. This will allow for the dates and locations to be in the Thursday Memo for December 16, 2019, and then approved for the agenda on January 14, 2020.

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

October 3, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Appointments to the Southeast Alabama Emergency Medical Services Council, Inc.

Attached is a list of eight individuals who are currently serving on the Southeast Alabama Emergency Medical Services Council, Inc. These individuals have been contacted and six of them would like to be reappointed to another full term on this Council.

Montgomery Fire Department Assistant Fire Chief Garrett Henderson, desires to be appointed to replace former Assistant Fire Chief Ronnie H. Bozeman.

John Treat is no longer in the medical field and desires not to be reappointed.

We will be discussing these appointments at Monday's meeting.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

21-1

Southeast Alabama Emergency
Medical Services Council, Inc.

Members:**Term Expires:**

Asst. Fire Chief Ronnie H. Bozeman
Medic Division
Montgomery Fire Department
P.O. Box 1111
Montgomery, AL 36101-1111
slcooper@montgomeryal.gov
Work: (334) 625-2960

11/3/2019

Annitta Love
134 Cantabury Lane
Millbrook, AL 36054
Work: (334) 420-4483
Cell: (334) 467-4857

11/3/2019

Mike Green
47 Honeysuckle Lane
Cecil, AL 36013
Home: (334) 277-2153
Cell: (334) 309-5026

11/3/2019

Mark Norris
Haynes Ambulance
2530 East Fifth Street
Montgomery, AL 36107
Work: (334) 241-5259

11/3/2019

John Treat
2845 Zelda Road, Apt. P1
Montgomery, AL 36106
Cell: (334) 318-9924

11/3/2019

Keith Bryan
110 Zolman Road
Ramer, AL 36069
Home: (334) 284-6307
Cell: (334) 303-3840

11/3/2019

Kevin Harrilson
Care Ambulance
P.O. Box 241468
Montgomery, AL 36124-1468
Cell: (706) 256-0273
Work: (706) 289-2138

11/3/2019

Southeast Alabama Emergency
Medical Services Council, Inc.

Kitty Harris
120 West Rosemary Road
Montgomery, AL 36109
(334) 306-0165

11/3/2019

Term: 1 year



E.A.T. South
PO Box 74
Montgomery, AL 36101
www.eatsouth.org

October 15, 2019

To: Chairman Elton Dean, Sr.
Vice Chairman Ronda Walker
Commissioner Daniel Harris, Jr.
Commissioner Isaiah Sankey
Commissioner Doug Singleton

From: E.A.T. South

Re: 2020 Funding Request

Dear Chairman Dean, Vice Chair Walker, and County Commissioners:

"How'd you get her to eat that?" At E.A.T. South we hear this response fairly regularly from teachers and parents. When children (and adults, too) try fresh food in a fun, supportive environment, they discover new foods they enjoy. E.A.T. South may be most well known for our school field trip program, but we work hard every day to provide healthy food, educational activities, and recreational opportunities to Montgomery County residents of all ages.

For the past two years, we've partnered with Parks and Recreation to offer farm camp to children from nine community centers. We're now wrapping up our first ever eight week after school program with children from E.D. Nixon and Highland Gardens Community Centers. We work with students from the Therapeutic Recreation Center twice a month, and every month E.A.T. South offers all Montgomery residents many opportunities to learn and grow on the farm.

Now that the weather has cooled off, our field trip program, Good Food Day, welcomes children from Montgomery and from schools around the region. Kindergarteners dig sweet potatoes (and hunt for roly-pollies), fifth graders learn to read food labels, and everyone enjoys petting chickens.

Good Food Day field trips and all of our programs exist because of partnerships with City agencies, Master Gardeners, foundations, businesses, schools and individuals. Partnerships provide volunteers, materials and the funding that allow us to deliver high-quality programs to Montgomery's residents. **Will you partner with E.A.T. South this year to help us grow our educational programs?**

We are asking each County Commissioner to contribute \$2000 to support E.A.T. South's educational programs. In total, this contribution would fund eight weeks of after school programs in the spring and eight weeks in the fall. It would also allow us to include more children in the program.

22-1

E.A.T. South has changed a great deal in the past few years. The best way to see what we're doing is to visit during a field trip or other program. Thank you for your attention and past support of our programs. Please contact Caylor Roling, Farm Director, (503-753-5006), or Amanda Edwards (203-770-8029), Good Food Day Coordinator, with any questions or to schedule a visit.

Sincerely,

Amanda Edwards and Caylor Roling

E.A.T. South inspires Montgomery's children and people of all ages to learn, grow, and live healthier lives.

In just one year...

2000 children enjoyed hands-on educational experiences and learned about healthy food choices during Good Food Day Field Trips.

333 children from nine community centers picked cucumbers, ate tomatoes straight from the vine, and made their own pickles during Can You Dig It Summer Camp.

30 children from Highland Gardens and E.D. Nixon Community Centers are currently learning about bugs, bees, plants and peas each week as a part of our Can You Dig It After School program.

1052 volunteer hours were donated to E.A.T. since January of this year. This represents about \$19,000 in time and energy invested by Montgomery residents in our downtown farm.

400 people participated in free gardening and family programs at the downtown farm since January.

We are Montgomery's urban teaching farm. With your support, we will continue to grow and thrive. Thank you!



WWW.EATSOUTH.ORG
FACEBOOK.COM/EATSOUTH
@EATSOUTH
INFO@EATSOUTH.ORG
334-422-9331



Tammy Nix

From: Caylor Roling <farmer@eatsouth.org>
Sent: Thursday, October 17, 2019 7:50 AM
To: Tammy Nix
Cc: Donald Mims
Subject: Funding Request to the County Commission - E.A.T. South
Attachments: Request to Montgomery County Commission.pdf; E.A.T. South 2019.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Nix,

On behalf of E.A.T. South, Montgomery's urban teaching farm, I am submitting the attached funding request to our Montgomery County Commissioners. I have also attached a sheet highlighting E.A.T. South's accomplishments in 2019.

I would like to invite the County Commissioners to visit the farm during one of our programs. We have field trips scheduled for the mornings of Oct 22, 24, 25 and 31, and high school volunteer projects on the 23 and 30. Another option would be to have a meeting or lunch on the farm and enjoy this lovely fall weather.

Commissioners can contact me directly at 503-753-5006 with questions or to schedule a visit.

Thank you for your assistance, and please let me know if you have any questions.

Caylor

--

Caylor Roling
Farm Director, E.A.T. South
503-753-5006





Ronda Walker
Montgomery County Commission
100 S. Lawrence Street
Montgomery, AL 36104

Dear Commissioner Walker,

Thank you very much for your interest in the work of Sight Savers America (SSA) in Montgomery County. SSA is an Alabama-based nonprofit organization whose mission is to identify and secure treatment for unmet vision and health needs. SSA has been recognized by state and national organizations for its work. SSA received the American Optometric Association's "Distinguished Service Award", the most prestigious national award for vision rehabilitation. SSA was awarded EyeSight Foundation of Alabama's Visionary Award, for its success in bringing eye care to underserved children.

In Montgomery County, SSA partners with Impact America's Focus First Program and they provide vision screenings to children in head starts and lower-income daycares and preschools throughout Montgomery County using high-tech digital cameras. SSA is the follow-up service for every child failing a Focus First vision screening. SSA's volunteer network of eye care professionals in Montgomery are also central to the success of the project, and offer services at discounted rates. These local eye care professionals provide the necessary eye care services, including dilated eye exams. Following exams, SSA coordinates recommended treatments including, but not limited to: prescription eyeglasses, patching for amblyopia (which can cause permanent vision loss if left untreated), surgery, medications, vision therapy or other continuing care. Active insurance is utilized to pay for applicable costs, while other costs are donated as in-kind services in the SSA provider network.

Over the last three years, Focus First has vision screened approximately 12,000 children in Montgomery County. Every child failing the vision screening is referred to SSA for individual case managed follow-up eye care services. During these past 3 years, SSA has received 1,182 vision referrals from children failing these vision screenings in Montgomery County. At an average cost of \$75 per child, SSA has spent \$88,650 on this program in Montgomery County during this last three year period.

With the increase in the number of children enrolled in Pre-K and other preschool programs in Alabama, the number of children being vision screened and the number of children being referred to SSA is increasing. During the 2019/2020 school year, approximately 4,750 children in head starts and low income daycares and preschools will be vision screened and an estimated 475 of these children will fail the vision screening and be referred to SSA for individual case managed follow-up eye care services.

SSA's total project cost for the 2019/2020 school year in Montgomery County is estimated to be \$35,625. We are respectfully requesting the County Commission of Montgomery consider providing \$11,150 in funding for the project. These funds would first be used for children outside of the City of Montgomery. Any remaining funds would be used to serve children inside the City of Montgomery.

Last month, SSA requested \$16,000 from the City of Montgomery for this project. The Montgomery City Council was highly supportive of the request and pledged their support to also help to involve the Montgomery County Commission. To date, one Montgomery City Council member has already provided

SIGHTSAVERSAMERICA.ORG

a \$1,500 donation. The Central Alabama Community Foundation has provided \$8,475 in support of this project.

The U.S. Centers for Disease Control & Prevention states that approximately 80% of what children learn in their early years is visual. Through the early detection and treatment of children's vision needs, we are improving their ability to read, complete homework assignments, and participate in physical activities. Thank you very much for your consideration of our proposal.

Sincerely,

A handwritten signature in cursive script that reads "Chad Nichols".

Chad Nichols
Sight Savers America
Chief Development Officer
(205) 991-4885
cnichols@sightsaversamerica.org



MONTGOMERY CO. COMMISSION
OCT 9 '19 4:48:47

**Victims of Crime and Leniency
VOCAL Angel House
The Quenette Shehane Center**

P.O. Box 4449
Montgomery, Alabama 36103

State Office

1-800-239-3219
(334) 262-7197

September 30, 2019

Donald Mims
County Administrator
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102

Dear Mr. Mims:

A grieving family is traumatized by the suicide of a loved one. They are left with a home affected by property damage, blood, body fluids, brain matter, and potentially harmful pathogens. Normal cleanup is not enough as there is a high chance that blood and bio hazardous pathogens can carry disease and other unwanted substances such as hepatitis C, HIV and aids, Tuberculosis bacterial meningitis, and other diseases. A death scene cleanup is no simple task and grieving families do not have the proper equipment to clean up a home covered with remnants of death. Anyone dwelling in the area at the time of death or in the future is at risk. If the death scene is from a suicide, VOCAL does not have the funds to help these grieving families.

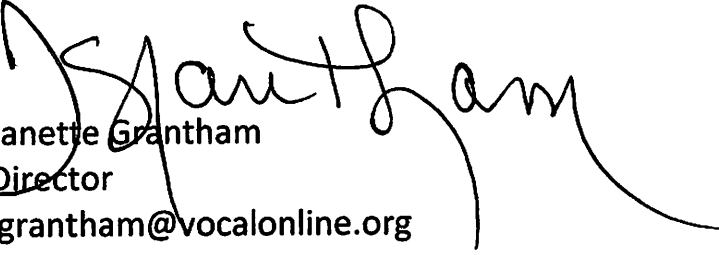
There is a desperate need in Montgomery County for suicide clean ups. Victims of Crime and Leniency (VOCAL) receives requests from law enforcement every few weeks for a suicide cleanup; however, VOCAL does not have funds for suicide cleanups. Several years ago, there was another non-profit who provided suicide clean up in the city. That non-profit closed, and Montgomery is left without this much needed service. In fact, there is no organization in the Montgomery area to help families of suicide.

VOCAL has the contacts with bio hazard teams, but does not have the funds to help the families left behind after a suicide. Just a few months ago, VOCAL received five (5) separate calls in one week from Montgomery law enforcement for suicide cleanups in Montgomery. VOCAL had to say no – there were no funds to provide these services. Nor was there any other organizations to refer these calls. There is a desperate need in Montgomery for suicide clean ups. A little known fact, suicide rates have increased 219% from 1999 to 2016 in Alabama. Alabama has a higher suicide rate than our National Average. In 2016 there were 543 homicides and 786 suicides in Alabama.

Montgomery County Commission currently provides VOCAL \$5,000.00 a year. These funds are used for crime scene clean up in the Montgomery area. VOCAL is requesting an additional \$5,000.00 for suicide clean ups.

VOCAL requests the opportunity to meet with the City Council to further clarify the need for suicide clean ups in Montgomery.

Respectfully,


Janette Grantham
Director
jgrantham@vocalonline.org

ALL COMMISSIONERS

10-1-19

The Lacey-Boyd New Year's Day Parade 2020
322 W. Fairview Ave. Montgomery, AL 36105
PH: 334-269-4665 FAX: 334-41-5914

ATTN: Montgomery County Commission
RE: New Year's Parade Day 2020

We are in the midst of planning for the 15th Annual Lacey Boyd New Year's Eve Parade down West Fairview Avenue in Montgomery AL. As you know, this parade begun 15 years ago to bring about a positive image in West Montgomery, attract businesses, and bring thousands of families together as we enter into a new year.

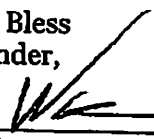
I would like to start off by thanking you for helping to make last year's New Year's Day Parade a success (weather it was through participation or donations). It's that time of year again and we are now seeking sponsors for our 15th Annual Lacey' Boyd New Year's Day Parade (2020). The parade is getting bigger and better. Furthermore, it's something that is definitely needed in such a depressed neighborhood that receives very little positive attractions.

The purpose of this parade is to help expose the growth opportunities in W. Montgomery, unite families in our community and address the concern of crime in the area (which affects Mont. as a whole). The parade route will basically remain the same. It will start at Carver H.S and end at Bellingrath Jr. High School's football field. The parade will be held January 1, 2020 at 12:00 noon.

The parade entry is FREE and donations will be used to pay travel expenses (i.e., food, transportation & lodging) for the guest speakers and performing bands. It will also cover various other fees associated with the parade (i.e., sound system, stages, video recording, security and advertisement). All checks or money orders from sponsors should be made payable to *Montgomery New Year's Day Parade Committee*. We are requesting \$8,000.00 to help offset this year's expenses. Please respond promptly if you wish to make a commitment. All commitment responses are due no later than Nov. 5, 2019 and monies no later than Nov. 15, 2019 due to the fact that it takes months for booking and proper planning of this event.

For more information, feel free to contact William Boyd, at 334-263-1035.

God Bless
Founder,


William F. Boyd

25-1

UPCOMING BIDS/CONTRACT RENEWALS

<u>Month</u>	<u>Contract No.</u>	<u>Item</u>	<u>Department</u>	<u>Vendor</u>	<u>Renewal Date</u>	<u>Expiration Date</u>
<u>NOV</u>						
	State of Alabama Contract T190	Leasing of Mail Machine	Support Services	Pitney Bowes		Nov 23, 2018
	51901-16B-035	Uniform Rental	Support Service	Cintas Corporation		Nov 30, 2019
	51988-17B-001	Employee Luncheon	County Commission	Chappy's Deli		Nov 20, 2019
	51988-17B-003	Catering of Food Trays	County Commission	Chappy's Deli		Nov 20, 2019
	51965-17B-016	Internet Services	Information System	Information Transport Solutions		Nov 1, 2020
	51100-16B-004	Security Guard Service	County Commission	MSF, Inc.		Nov 30, 2018
<u>DEC</u>						
	52200-19B-003	Inmate Uniforms	Detention Facility	Uniforms Manufacturing, Inc.	Dec 20, 2019	Dec 20, 2021
	51100-17B-004	Armored Car Services	Tax & Audit Probate	MAC Courier Services, LLC		Dec 31, 2019
	51100-18B-026	Clean Saturday Trash Pickup	County Commission	Liberty Disposal, Inc.	Dec 31, 2019	Dec 31, 2021
	51901-19B-007	Janitorial Services	Support Service	Fall Facility Services	Dec 31, 2019	Dec 31, 2021